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ORGANIZATION MANUAL

FAIRECONRON TWO INST 5400.1K

ENCLOSURE (2)





19 SEP 1984

VQ-2INST 5400.1K
NL:MLA:clb

FAIRECONRON TWO INSTRUCTION 5400.1K

Subj: FAIRECONRON TWO ORGANIZATION AND BILLET DESCRIPTIONS

Ref: (a) U.S. Navy Regulations 1973
(b) OPNAVINST 3120.32

Encl: (1) FAIRECONRON TWO Organization and Billet Descriptions

1. Purpose. To provide squadron organization and key billet descriptions.

2. Cancellation. FAIRECONRONTWOINST 5400.1J.

3. Discussion

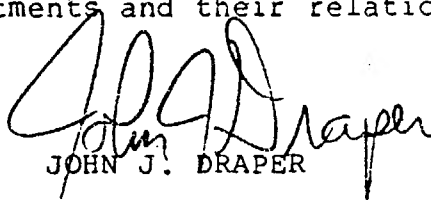
a. This instruction is a guide for the efficient administration and operation of the squadron. Nothing herein shall be construed as restricting squadron officers from exercising initiative in the performance of duties. Deviations are authorized in emergencies or under unusual conditions. In the event of conflict with directives of higher authority, the higher authority directive will apply.

b. The terms "he", "his" and "him" used throughout enclosure (1) apply to both genders.

4. Action

a. Squadron organization and billet descriptions are set forth in enclosure (1).

b. Command members shall familiarize themselves with the general and specific duties within departments and their relation to each other.


JOHN J. DRAPER

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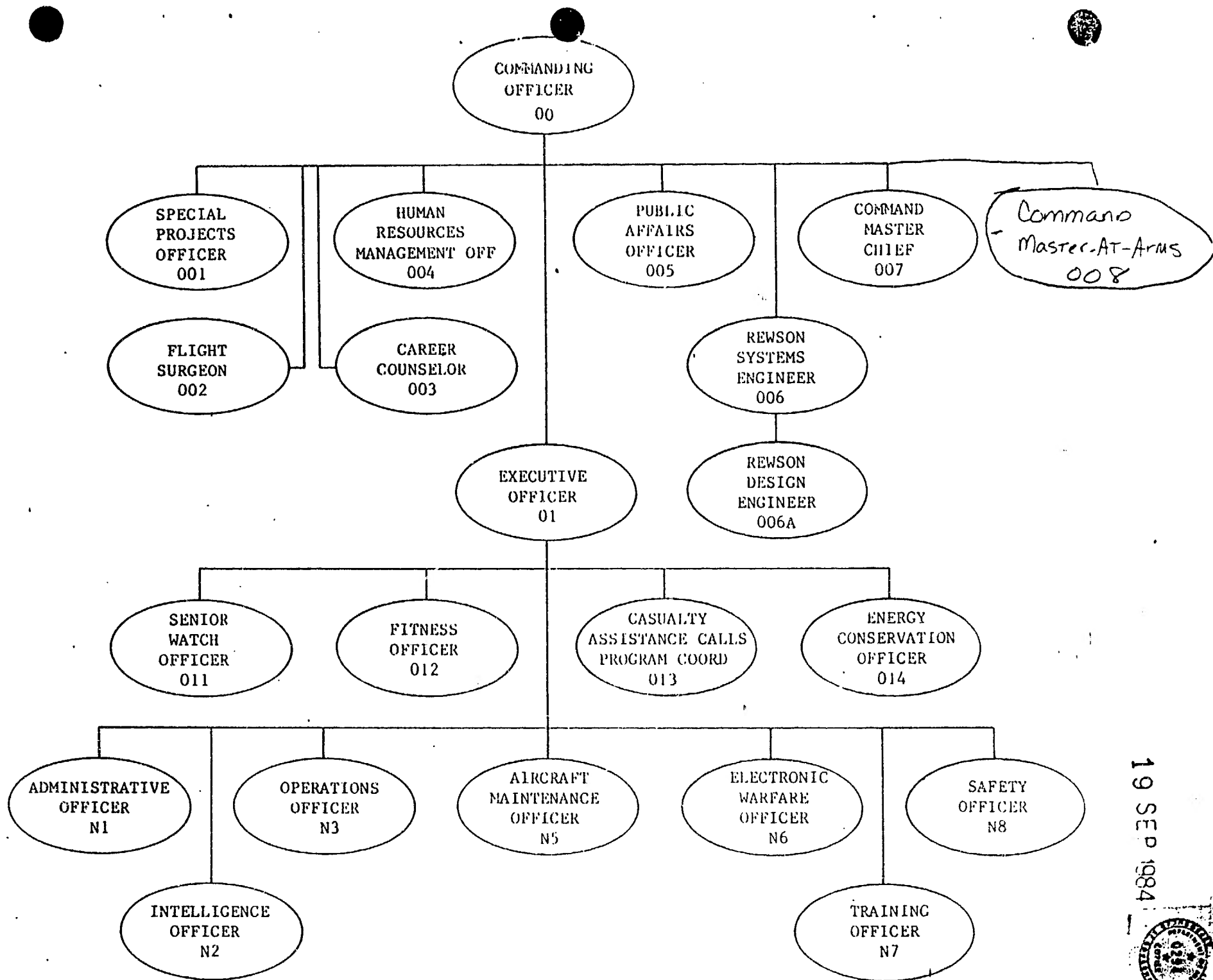
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EXECUTIVE DEPARTMENT

<u>DEPT CODE</u>	<u>BILLET TITLE</u>
00	COMMANDING OFFICER
01	EXECUTIVE OFFICER
001	SPECIAL PROJECTS OFFICER
001A	ASST SPECIAL PROJ OFF
002	FLIGHT SURGEON
003	COMMAND CAREER COUNSELOR
004	HUMAN RESOURCES MGMT OFF
005	PUBLIC AFFAIRS OFFICER
006	REWSON SYSTEMS ENGINEER
006A	REWSON DESIGN ENGINEER
007	COMMAND MASTER CHIEF
011	SENIOR WATCH OFFICER
012	FITNESS OFFICER
013	CASUALTY ASSISTANCE CALLS PROGRAM COORDINATOR
014	ENERGY CONSERVATION OFF
NX	DEPARTMENT HEADS
NXX	DIVISION OFFICERS
008	Command Master-Ar-Arms



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1. 00 COMMANDING OFFICER

a. Basic Function. The responsibility of the Commanding Officer for his command is absolute. The authority of the Commanding Officer is commensurate with his responsibility. While he may delegate authority to his subordinates for the execution of details, such delegation or authority shall in no way relieve the Commanding Officer of his continued responsibility for the safety, well-being and efficiency of his entire command.

b. Duties, Responsibilities and Authority

(1) The duties of the Commanding Officer are set forth in US Navy Regulations, 1973, Chapter 7.

(2) The Commanding Officer is responsible for economy within his command. To this end he shall require from his subordinates a rigid compliance with the regulations governing the receipt, accounting, and expenditure of public money and materials, and the implementation of improved management techniques and procedures.

(3) The Commanding Officer and his subordinates shall exercise leadership through personal example, moral responsibility and judicious attention to the welfare of persons under their control or supervision. Such leadership shall be exercised to achieve a positive, dominant influence on the performance of persons in the Department of the Navy.

(4) The Commanding Officer is responsible for the efficient discharge of the following command functions - morale, administration, operational training and readiness, communications and intelligence. In addition, the Commanding Officer shall:

(a) Ensure that his command is administered in accordance with US Navy Regulations and orders from higher authority.

(b) Direct the tactical training of his squadron in accordance with approved tactical orders and doctrine. Recommend changes in aircraft tactical instructions as they become desirable. Ensure aircrews are thoroughly familiar with all phases of squadron employment commensurate with individual capabilities and experience.

(c) Determine the professional, physical and psychological qualifications of all flight crew personnel before permitting them to perform their respective flight duties.

(d) Investigate all offenses and take such disciplinary action as is indicated by the attending circumstances.



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(e) Ensure the proper administration of an aggressive safety program.

c. Organizational Relationships. The following report to the Commanding Officer:

- (1) Executive Officer.
- (2) Department heads.
- (3) Special Projects Officer.
- (4) Flight Surgeon.
- (5) Command Career Counselor.
- (6) Human Resources Management Officer.
- (7) Public Affairs Officer.
- (8) REWSON Systems and Design Engineers.
- (9) Command Master Chief.

2. 01 EXECUTIVE OFFICER

a. Basic Functions

(1) The Executive Officer is the direct representative of the Commanding Officer. All orders issued by him represent the same force and effect as though issued by the Commanding Officer and shall be obeyed by all persons in the command. He will conform to and execute the policies and orders of the Commanding Officer and shall keep him informed of all significant matters pertaining to the command. The Executive Officer shall be primarily responsible, under the Commanding Officer, for the organization, performance of duty and good order and discipline of the entire command. He will recognize the right and duty of a department head to confer directly with the Commanding Officer on matters specifically relating to his department. An officer acting as Executive Officer will have the same authority and responsibility as the Executive Officer. He will make no change in the existing organization, unless ordered to do so, and will endeavor to have routine and other affairs of the command carried on in the usual manner.

(2) The Executive Officer will be prepared to assume command should the need arise. During armed hostilities, he will be stationed where he can best aid the Commanding Officer and, if practicable, where he would probably escape the effects of a casualty



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disabling the Commanding Officer and yet be able to assume command promptly and effectively.

b. Duties, Responsibilities and Authority

(1) Prepare and maintain the bills and orders for the organization and administration of the command as a whole.

(2) Assign personnel to departments or other major subdivisions of the command.

(3) Supervise and coordinate work, exercises, training and education of the personnel in the command.

(4) Supervise and coordinate operational plans and schedules of the command as a whole.

(5) Prepare and promulgate a daily schedule of activities as may serve to aid subordinates in planning their work.

(6) Make frequent inspections, in company with the subordinate concerned when practical, and take such remedial action to correct defects as necessary.

(7) Ensure that all prescribed or necessary security measures and safety precautions are understood and strictly observed.

(8) Maintain high morale within the command. The discipline, welfare and privileges of squadron personnel will be a chief concern of the Executive Officer and he will, to the extent of his authority, ensure that these and related matters are administered in a just and uniform manner.

(9) Evaluate the performance of officers and enlisted personnel, and make appropriate recommendations to the Commanding Officer.

(10) Regulate personnel liberty and leave.

(11) Prosecute a planned program of recreation and athletics.

(12) Direct the investigation for the Commanding Officer of alleged violations of the Uniform Code of Military Justice, US Navy Regulations, command regulations or other military or civil laws. Recommend appropriate disciplinary action to the Commanding Officer when necessary.

(13) Prosecute a program of economy and conservation and promote cost consciousness within the command.



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(14) Ensure the Commanding Officer is advised of all casualties, deficiencies and anticipated difficulties which may significantly affect the operational readiness or administrative efficiency of the command.

(15) Resolve personal requests (which may be addressed to the Commanding Officer) that do not involve the formulation of policy or will not require action of higher authority.

(16) Ensure adequate supplies and services are made available to executive assistants within the allotment of maintenance and operating funds.

c. Organizational Relationships

(1) The Executive Officer reports to the Commanding Officer.

(2) The following report to him:

(a) Department heads.

(b) Senior Watch Officer.

(c) Fitness Officer.

(d) Casualty Assistance Calls Program Coordinator.

(e) Energy Conservation Officer.

3. 001 SPECIAL PROJECTS OFFICER

a. Basic Functions. The Special Projects Officer shall function as a special executive assistant to the Commanding Officer for electronic warfare support measures (ESM) systems analysis, testing and evaluation. He is the command's program manager for the initial testing, evaluation and installation of ESM systems and support equipment in squadron aircraft.

b. Duties, Responsibilities and Authority

(1) Keep the Commanding Officer advised of new concepts, equipment, modification programs and systems that will materially and operationally enhance the command's electronic warfare readiness and capability.



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(2) Maintain a project evaluation and review technique to handle a wide range of planning and control situations. The planning shall provide for specifying projects to be started, cancelled or delayed as well as their scheduling and sequencing. - Progress reports will be submitted at regular intervals whenever a project is likely to continue over a period of several months. These reports will be written or verbal, as directed by the Commanding Officer, and will provide an overview of project progress and indentify problems as they arise.

(3) Stay informed on the latest developments in electronics that could be considered for command use.

(4) Provide technical briefs to introduce new equipments, concepts and techniques.

(5) Provide technical assistance to and coordinate with CNO, CHNAVMAT, civilian contractors and other organizations and facilities with respect to special equipment installations and Research, Development, Testing and Evaluation (RDT&E) efforts involving squadron aircraft.

(6) Provide technical assistance to and coordinate with department heads for the test, evaluation and installation of new ESM systems or support equipment.

(7) Work closely with REWSON representatives and the Special Installations Shop on technical matters relating to special equipment installations and RDT&E efforts involving squadron aircraft.

(8) Compile technical evaluation reports.

(9) Chair the Special Projects Evaluation and Review Board.

(10) Program the design, fabrication and installation of special components to correct deficiencies or fulfill new ESM equipment requirements.

(11) Determine aircraft configuration to meet specific collection requirements and provide a quick reaction capability (QRC) as necessary.

c. Organizational Relationships

(1) The Special Projects Officer reports to the Commanding Officer.

(2) The following report to him:

(a) Assistant Special Projects Officer.



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(3) He coordinates with:

(a) Department heads

(b) REWSON

4. 001A ASSISTANT SPECIAL PROJECTS OFFICER

a. Basic Functions. The Assistant Special Projects Officer shall function as the primary assistant to the Special Projects Officer and will assume his responsibilities in his absence.

b. Duties, Responsibilities and Authority

(1) Assist the Special Projects Officer in the performance of his duties.

(2) Act as administrative assistant in all matters relating to personnel in the Special Projects Office.

c. Organizational Relationships

(1) The Assistant Special Projects Officer reports to the Special Projects Officer.

5. 002 FLIGHT SURGEON

a. Basic Functions. The Flight Surgeon is an assistant to the Commanding Officer and will provide advice on matters concerning health and welfare in the squadron. He/she will also provide advice to the Executive Officer on matters relating to discipline in those cases where a medical input is required.

b. Duties, Responsibilities and Authority

(1) Coordinate with Naval Hospital Rota to ensure quality medical care of active duty personnel and dependents.

(2) Liaise with the Training Officer to provide support for first aid, aircrew physiology and related training programs.

(3) Perform temporary additional duty at Naval Hospital Rota, including watchstanding, to provide community medical services.

(4) Perform as a member of accident/field evaluation boards and execute other duties as assigned by the Commanding Officer.

(5) Perform sick call, physical examinations and other medical duties as required for command members and ensure appropriate grounding/up chits are provided to the Commanding Officer and Operations Officer for all fliers.



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(6) Perform sanitation inspections ashore or afloat as needed to eliminate health hazards to VQ-2 personnel.

(7) Liaise with Naval Hospital Rota for command member health record maintenance.

c. Organizational Relationship. The Flight Surgeon reports to the Commanding Officer.

6. 003 COMMAND CAREER COUNSELOR

a. Basic Functions. The Command Career Counselor shall serve as the command's principal advisor on policies and regulations relating to Navy career planning matters, be a primary technical assistant supporting other members of the command's retention team, and maintain an awareness of revisions and innovations in retention programs through access to Navy directives, reference materials, experience and training.

b. Duties, Responsibilities and Authority

(1) Organize and monitor a vigorous and effective career counseling program and interview schedule.

(2) Organize, train and support department and division career counselors.

(3) Report retention team activities to the Commanding Officer on at least a monthly basis.

(4) Inform the Commanding Officer of situations which have a positive or negative impact on retention team efforts and make recommendations as appropriate.

(5) Maintain command retention statistics.

(6) Keep retention team members informed of changes in policy which may affect individual attitudes toward the Navy or the command.

(7) Maintain those publications and materials necessary to sustain an effective program.

(8) Coordinate and arrange group interviews.

(9) Maintain a tickler file to ensure that all personnel receive proper, timely career counseling interviews.



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(10) Ensure that all personnel are informed on matters related to retention.

(11) Liaise with the VQ-2 Wives' Clubs and Ombudsmen to ensure that an accurate flow of pertinent information is established.

c. Organizational Relationship. The Command Career Counselor reports to the Commanding Officer.

7. HUMAN RESOURCES MANAGEMENT OFFICER. See billet description under Administration Department, N16.

8. PUBLIC AFFAIRS OFFICER. See billet description under Administration Department, N17.

9. 006 REWSON SYSTEMS ENGINEER

a. Basic Function. The Reconnaissance Electronic Warfare Special Operations Navy (REWSON) Systems Engineer acts as a technical advisor and engineer for research and development of special equipment used aboard squadron aircraft.

b. Duties, Responsibilities and Authority

(1) Provide continuity in operating procedures and advise the Commanding Officer of requirements to alter aircraft configuration/mission profiles to provide services in conjunction with squadron tasking.

(2) Fly as a crewmember in squadron aircraft to provide training for all crewmembers in the proper utilization of installed equipment and to conduct evaluation of research and development projects as determined by PDE-107 and OPNAV.

(3) Provide expertise in integrating new systems with existing aircraft hardware and define requirements for procurement of new equipment to accomplish the interface.

(4) Perform initial technical analysis on emissions of potential threat radars in new modes of operation. Provide information to the DOD industrial complex on the capability of present EW equipment to detect, categorize or adequately counter the new modes.

(5) Define requirements for new equipment/configuration for aircraft intercept systems and ground analysis systems.



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(6) Liaise with the various intelligence agencies/commands to coordinate special collection operations and combined collection operations. Supervise, when tasked by the Commanding Officer, special collection operations to ensure the collection meets the technical requirements of the tasking.

c. Organizational Relationships. The REWSON Systems Engineer reports to the Commanding Officer.

10. 006A REWSON DESIGN ENGINEER

a. Basic Function. The REWSON Design Engineer designs, evaluates and advises the Commanding Officer on research and development of equipment for use in squadron aircraft.

b. Duties, Responsibilities and Authority

(1) Provide the expertise to evaluate research and development circuitry and methodology and write definitive reports on them as directed by PDE-107 or the Commanding Officer.

(2) Devise and design equipment/circuitry to enhance the overall collection capability of VQ-2 aircraft and the overall signals intelligence (SIGINT) capability of European theater assets.

(3) Design circuitry for interfacing research and development systems with existing aircraft/shipborne systems. Advise the REWSON Systems Engineer of hardware requirements and the feasibility of performing tasks generated by these requirements.

(4) Liaise directly with naval or industrial laboratories on engineering matters pertaining to PDE-107/OPNAV equipment procedures.

(5) Perform research and development design work in the fields of RF measurement techniques, digital/analog analysis and decoding techniques and data manipulation.

(6) Act as a technical advisor to the Commanding Officer in the absence of the REWSON Systems Engineer.

(7) Fly as a crewmember in squadron aircraft to conduct evaluation of research and development projects as determined by PDE-107, OPNAV and the Commanding Officer.

c. Organizational Relationship. The REWSON Design Engineer reports to the REWSON Systems Engineer.



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11. 007 COMMAND MASTER CHIEF

a. Basic Functions. The Command Master Chief (CMC) primarily functions as the principal enlisted advisor to the Commanding Officer to keep the command aware of existing or potential situations, procedures and practices which affect the welfare, morale, job satisfaction and utilization of enlisted members. The CMC shall be considered to be senior to all other enlisted members of equal or subordinate pay grade within the command during the tenure of his assignment.

b. Duties, Responsibilities and Authority

(1) Liaise with the appropriate Fleet Master Chief as necessary to ensure the proper utilization of those communication vehicles by which ideas and recommendations are transmitted between the enlisted community and the command.

(2) Advise the Commanding Officer on all matters pertinent to the welfare, job satisfaction, morale, utilization and training of enlisted members.

(3) Act at all times to maintain and promote the effectiveness of the chain of command.

(4) Advise the Commanding Officer regarding formulation or change of policy pertaining to enlisted members.

(5) Ensure established policies are adequately explained, understood and carried out by inspiring cognizant subordinates to effectively develop and utilize basic leadership principles.

(6) Routinely attend department head/staff meetings and, when invited, participate in wardroom discussions to promote more effective communication between officers and enlisted members.

(7) Assist in the preparation for and participate in squadron ceremonies concerning enlisted members.

(8) When appropriate, represent or accompany the Commanding Officer to official functions, inspections and conferences.

(9) Participate in the reception and hosting of official visitors of the command.

(10) Upon invitation, represent the command and Navy by participating in community and civic functions.

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(11) Ensure the proper execution of squadron routine and performance of duty by all enlisted members.

(12) Report all acts or performance of duty deserving special commendation or praise.

(13) Report all infractions of discipline.

(14) Supervise the conduct of Captain's Mast.

(15) Assist the Commanding Officer and the Executive Officer at all squadron musters.

(16) Maintain an appropriate check-in board for accountability of personnel in the event of a squadron recall.

(17) Ensure compliance with military courtesies, conduct, appearance and existing uniform regulations.

(18) Assign enlisted personnel to duty sections and ensure they are trained in all aspects of watchstanding.

(19) Exercise close supervision over the performance of all section leaders.

(20) Interview all newly assigned personnel.

(21) Assist in the preparation for all material and personnel inspections and accompany the inspection party.

(22) Ensure a watch bill is prepared daily and is delivered to Administrative Services the day prior to the publication of the Plan of the Day in which it will appear.

(23) Ensure a muster report is prepared daily and submitted to the Executive Officer.

(24) Be a member of or function in close coordination with various boards concerning retention, awards, human relations or other topics concerning enlisted members.

(25) Coordinate with the Executive Officer and the Administrative Officer the assignment of personnel to Naval Station support functions.

c. Organizational Relationship. The Command Master Chief reports to the Commanding Officer.

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12. 011 SENIOR WATCH OFFICER

a. Basic Function. The Senior Watch Officer (SWO) shall supervise all aspects of the operation of the squadron watch organization. He is directly responsible for training and assignment of Squadron Duty Officers (SDOs) and Command Duty Officers (CDOs).

b. Duties, Responsibilities and Authority

(1) Ensure the squadron watch organization operates in accordance with US Navy Regulations, the Watch Officer's Guide, squadron instructions and other pertinent directives.

(2) Prepare and publish the Duty Officer Watch Bill for both SDOs and CDOs.

(3) Maintain a permanent record of SDO and CDO watches stood in order to ensure equitable distribution of duty assignments.

(4) Supervise the training of prospective SDO and CDO candidates.

(5) Recommend to the Commanding Officer personnel for designation as SDO or CDO upon completion of the required PQS.

(6) Submit letters of designation to the Commanding Officer.

(7) Maintain the SDO passdown log.

(8) Maintain the Emergency Action Folder.

(9) Maintain the property pass authorization folder.

c. Organizational Relationships

(1) The Senior Watch Officer reports to the Executive Officer.

(2) He coordinates with:

(a) The Flight Officer for determination of availability of watch personnel.

(b) The Command Master Chief for items concerning the Enlisted Watch Bill and training of enlisted watch standers.

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(c) The First Lieutenant for items concerning duty vehicles.

13. 012 FITNESS OFFICER

a. Basic Function. The Fitness Officer is responsible for planning, organizing and administering squadron athletic programs and activities.

b. Duties, Responsibilities and Authority

(1) Plan, schedule, promote and supervise all unit athletic activities which include both intramural, intermural and informal athletics.

(2) Coordinate programs, personnel, funds, equipment and promotion of the squadron athletic programs.

(3) Ensure personnel are appraised of the All-Navy Sports Program and the opportunities to qualify for national and international competition as outlined in the Special Services Manual.

(4) Procure and maintain the athletic equipment and any facilities assigned for use in the athletic program as approved by the Commanding Officer.

(5) Serve as a member of or act in an advisory capacity to the Recreation Committee and Recreation Council as appropriate.

(6) Recommend the appointment of volunteers to assist in the operation of the athletic program.

(7) Properly account for recreation funds and other Navy property as may be assigned for use in squadron athletic programs.

(8) Perform the duties of Command Fitness Coordinator as outlined in OPNAVINST 6110.1B.

(9) Perform the duties of Weight Control Officer as outlined in VQ-2INST 6110.1B.

c. Organizational Relationship. The Fitness Officer reports to the Executive Officer.

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14. 013 CASUALTY ASSISTANCE CALLS PROGRAM COORDINATOR

a. Basic Function. The Casualty Assistance Calls Program (CACP) Coordinator is responsible for the execution of the CACP as outlined in MILPERSMAN 4210160 and detailed in the Casualty Assistance Calls Program Manual. The broad purpose of this program is to assure the Navy member's next of kin of the Navy's interest in their well-being in cases where the member is reported missing or dead and to help them adjust to the new conditions imposed on them. The Navy seeks to accomplish this through personal visits by a uniformed Navy representative called a Casualty Assistance Calls Officer (CACO). The Assistant Administrative Officer is designated the command's CACP Coordinator.

b. Duties, Responsibilities and Authority. The CACP Coordinator will designate CACOs and ensure the proper execution of the CACP. The CACO's duties include:

(1) Make personal notifications of casualties, provide circumstances of the incident as reported and keep the next of kin informed of search efforts for those members in a missing status.

(2) Inquire as to the needs of the family and extend assistance as appropriate.

(3) In the case of members reported dead, notify the Commander, Naval Military Personnel Command (COMNAVMILPERSCOM) if immediate financial assistance for the widow(er) is desired.

(4) Contact the Navy Relief Society, American Red Cross or other service organizations if immediate financial assistance is desired but cannot be arranged.

(5) Assist in the arrangement of funeral or memorial services if requested, assist in providing honors if requested and assist in providing a chaplain for pastoral care if required.

(6) Assist in transportation arrangements including provisions for dependents' escort.

(7) Offer assistance in the completion of survivor's benefits applications and in obtaining or photocopying documents necessary to substantiate survivor's claims.

(8) Monitor the progress of the shipment of household goods and personal effects and keep the next of kin advised.

(9) Advise the Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program Coordinators both in the squadron, if applicable, and at COMNAVMILPERSCOM, of problems or complaints.

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(10) Perform visits to the next of kin as outlined in the CACP Manual.

c. Organizational Relationship. The CACP Coordinator and/or the CACO report to the Commanding Officer through the Executive Officer.

15. 014 ENERGY CONSERVATION OFFICER.

a. Basic Function. The Energy Conservation Officer is the squadron representative to the Rota Naval Station Energy Conservation Council and attends all meetings of the council called by the chairman. The Energy Conservation Officer is a collateral duty billet responsible for planning, organizing and administering the squadron energy conservation programs.

b. Duties, Responsibilities and Authority

(1) Plan, promote and supervise all energy conservation related programs.

(2) Coordinate squadron programs with those of the naval station council.

(3) Ensure all personnel are aware of the programs and evaluate suggestions/recommendations for validity and implementation.

(4) Procure and disseminate energy conservation literature.

(5) Ensure compliance with FAIRECONRONTWOINST 4100.1 and all applicable higher directives.

(6) Prepare and submit the annual energy SITREP to COMFAIRMED and COMTACSUPWINGONE.

(7) Prepare and submit the squadron submission for the SECNAV Energy Conservation Awards Program.

(8) Plan and promote the Navy's annual Energy Awareness Week as it pertains to the squadron.

(9) Ensure that all members of the VQ-2 Energy Conservation Board are cognizant of pertinent instructions and the energy awareness and conservation policies of VQ-2 are carried out in respective departments.

(10) Chair the VQ-2 Energy Conservation Board and pass board decisions and ideas to the Executive Officer for approval and information.

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c. Organizational Relationship. The Energy Conservation Officer reports to the Executive Officer.

16. NX DEPARTMENT HEAD

a. Basic Functions. The department head is the representative of the Commanding Officer in all matters pertaining to his department. All persons assigned to the department will be subordinate to him. He may confer directly with the Commanding Officer whenever he feels necessary and will keep the Executive Officer informed.

b. Duties, Responsibilities and Authority

- (1) Organize and train the department.
- (2) Prepare and maintain the bills and orders for the organization and operation of the department.
- (3) Assign personnel to duties within the department.
- (4) Plan, direct and supervise the work and training of personnel within the department.
- (5) Ensure that all prescribed or necessary security measures and safety precautions are strictly observed by all persons within the department.
- (6) Ensure all applicable safety precautions are kept properly posted in conspicuous and accessible places and personnel are frequently and thoroughly instructed and drilled in their observance.
- (7) Make frequent inspections of the personnel, material and spaces of the department and take action to correct defects and deficiencies.
- (8) Control the expenditure of funds allotted and operate the department within the limit of such funds.
- (9) Ensure economy in the use of public money.
- (10) Ensure the proper operation, care, preservation and maintenance of equipment and other material assigned to the department.
- (11) Maintain all records and submit any reports required of the department.



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(12) Be the key custodian of all departmental spaces and storerooms, except those specifically assigned by regulation to the custody of another officer.

(13) Ensure the cleanliness and upkeep of assigned spaces.

(14) Anticipate personnel and material needs of the department and submit timely requests to fulfill requirements.

(15) Supervise training and professional development of junior officers assigned to the department.

(16) Maintain established standards of performance and conduct. Evaluate performance by means of drills, exercises, inspections and other control devices. Initiate fitness reports and evaluations and make recommendations to the Executive Officer for meritorious acts and disciplinary matters.

(17) Formulate and carry out a department training program within the framework of the squadron program.

(18) Supervise the PQS program with topics applicable to the department.

(19) Monitor the eligibility of enlisted personnel in the department for advancement in rating.

(20) Forward special requests to the Executive Officer, with recommended action. In cases involving special privileges comment on the individual's past conduct and performance of duty.

(21) When detaching or otherwise relinquishing department head duties, inspect, with his relief, the material and records of the department and submit a report to the Commanding Officer detailing the results of the inspection.

c. Organizational Relationships

(1) The department head reports to the Commanding Officer on the operational readiness of his department and to the Executive Officer on all administrative matters.

(2) The division officers in the department report to the department head through the assistant department head.

17. NXX DIVISION OFFICER

a. Basic Function. The primary responsibility of the division officer is to ensure the proper performance of the duties assigned to his division.

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b. Duties, Responsibilities and Authority.

(1) Keep himself informed of the capabilities and needs of subordinates and take all action necessary to ensure the efficiency of the division.

(2) Train subordinates in their duties and in those to which they may succeed. Encourage qualification and education advancement.

(3) Report to the Executive Officer, via the department head, all infractions of regulations, orders or instructions deserving disciplinary or administrative action.

(4) Ensure division spaces, equipment and supplies are maintained in a state of cleanliness and preservation.

(5) Report to the department head repair requirements that cannot be performed within the division.

(6) Instruct subordinates in all applicable safety precautions and regulations.

(7) Supervise the administration of the PQS program within the division and select qualified petty officers to authenticate completion of individual PQS qualifications.

(8) Initiate enlisted performance evaluations for division personnel.

(9) Maintain a division notebook containing data useful for the orientation of an officer relieving him and for ready reference.

(10) Be responsible for all forms, reports and correspondence originated or maintained by the division.

(11) Ensure prescribed security measures are strictly observed by division personnel.

(12) Forward requests for leave, liberty and special privileges to the department head with recommendations.

c. Organizational Relationships

(1) The division officer reports to the department head through the assistant department head.

(2) The following report to them:

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- (a) Assistant division officers, when assigned.
- (b) Branch officers, when assigned.

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1. 008 COMMAND CHIEF MASTER-AT-ARMS

a. Basic Function. In accordance with OPNAVINST 3120.32A, the Command Chief Master-at-Arms functions as the assistant to the executive officer in the enforcement of good order and discipline.

b. Duties, Responsibilities and Authority.

(1) Organize and train assistant master-at-arms.

(2) Enforce Navy regulations, squadron regulations and pertinent directives.

(3) Assist Squadron Duty Officer, Command Duty Officer as required.

(4) Coordinate with legal officer to ensure appropriate procedures are followed for NJP and courts-martial.

(5) Ensure that master-at-arms are present at all pay lines, captain's masts, and courts-martial; at scenes of emergencies; and at all official gatherings of personnel.

(6) Provide escort service for personnel requiring disciplinary action.

(7) Assist Command Master Chief in arranging command personnel inspections.

(8) Provide liaison with Naval Station Security Department for use of Drug Dog Detection Team searched as directed by the Commanding Officer or Executive Officer.

(9) Such other assignments as may be directed by the Commanding Officer.

c. Organization Relationships. The Chief Master-at-Arms reports to the Executive Officer for the performance of the assigned duties.

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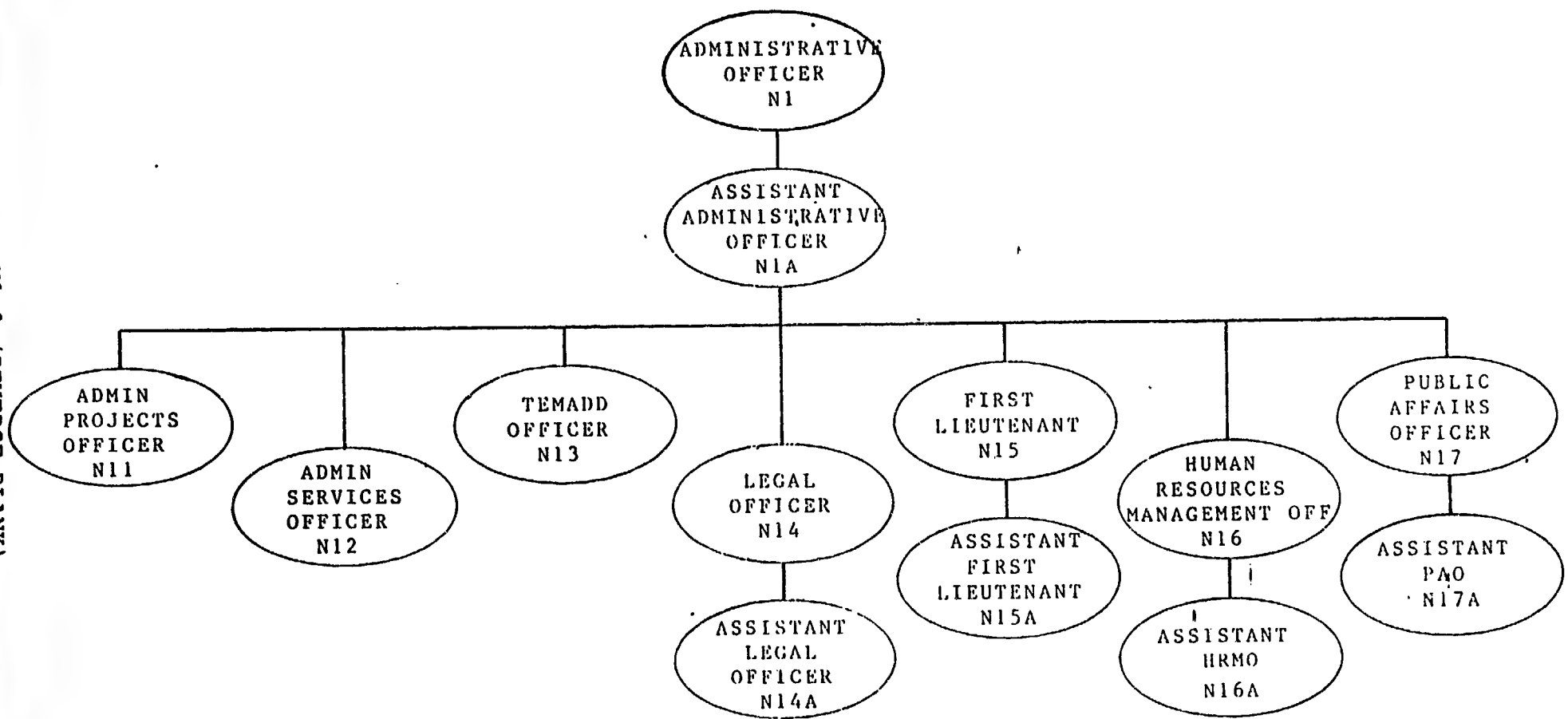


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ADMINISTRATION DEPARTMENT

<u>DEPT CODE</u>	<u>BILLET TITLE</u>
N1	ADMINISTRATIVE OFFICER
N1A	ASSISTANT ADMINISTRATIVE OFFICER
N11	ADMINISTRATIVE PROJECTS OFFICER
N12	ADMINISTRATIVE SERVICES OFFICER
N13	TEMADD OFFICER
N14	LEGAL OFFICER
N14A	ASSISTANT LEGAL OFFICER
N15	FIRST LIEUTENANT
N15A	ASSISTANT FIRST LIEUTENANT
N16	HUMAN RESOURCES MANAGEMENT OFFICER
N16A	ASST HUMAN RESOURCES MGMT OFFICER
N17	PUBLIC AFFAIRS OFFICER
N17A	ASSISTANT PUBLIC AFFAIRS OFFICER

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-- VQ-2INST 5400.1K

1. N1 ADMINISTRATIVE OFFICER

a. Basic Functions. The Administrative Officer will lead the Administrative Department in accordance with Department of Defense and Department of the Navy directives. He will assist and advise the Commanding Officer, through the Executive Officer, in all matters concerning squadron internal operation and administration, and be responsible for all matters regarding routine filing, correspondence and reports.

b. Duties, Responsibilities and Authority

(1) Perform the duties of department head as detailed in paragraph 16 of the Executive Department.

(2) Provide the administrative support required to effect squadron administrative policies, procedures and regulations. He will report to the Commanding Officer via the Executive Officer on the effectiveness of these policies.

(3) Screen correspondence routed to the Commanding or Executive Officer. Initiate action to reduce the volume of routine paperwork handled by them.

(4) Screen correspondence and directives prepared for Commanding or Executive Officer's signature, ensuring they conform with the Navy Correspondence Manual and pertinent command directives.

(5) Schedule visits with the Commanding and Executive Officers for visitors and other squadron officers with the exception of department heads and executive assistants.

(6) Coordinate the assignment of enlisted personnel to executive assistants.

(7) Supervise the receipt, routing and filing of unclassified incoming correspondence and directives and the mailing of outgoing correspondence.

(8) Maintain a directives and reports control system ensuring all squadron instructions and notices remain current and pertinent.

(9) Maintain an efficient system for the check in and check out of personnel arriving to or departing from the squadron.

c. Organizational Relationship

(1) The Administrative Officer reports to the Commanding Officer via the Executive Officer.



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(2) The Assistant Administrative Officer reports to the Administrative Officer.

(3) He coordinates with all other department heads and the executive assistants.

2. N1A ASSISTANT ADMINISTRATIVE OFFICER

a. Basic Functions. The Assistant Administrative Officer will assist the Administrative Officer in the performance of his duties and will assume them in his absence.

b. Duties, Responsibilities and Authority

(1) Be familiar with all of the duties of the Administrative Officer.

(2) Maintain accurate and up-to-date documents and files on enlisted and officer manning and manpower authorizations.

(3) Maintain close liaison with PERSUPDET to ensure that the ODCR is accurate.

(4) Supervise the daily preparation of the Plan of the Day.

(5) Perform the duties of Casualty Assistance Calls Program (CACP) Coordinator.

c. Organizational Relationships

(1) The Assistant Administrative Officer reports to the Administrative Officer.

(2) The following report to him:

(a) Administrative Projects Officer.

(b) Administrative Services Officer.

(c) TEMADD Officer.

(d) Legal Officer.

(e) First Lieutenant.

(f) Human Resources Management Officer.

(g) Public Affairs Officer.

3. N11 ADMINISTRATIVE PROJECTS OFFICER

a. Basic Function. The Administrative Projects Officer functions as an aide to the Administrative Officer.

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b. Duties, Responsibilities and Authority

(1) Be familiar with the duties of the Assistant Administrative Officer and perform them in his absence.

(2) Assist the Administrative Officer in implementing directives from higher authority that pertain to administration of the department and squadron.

(3) Assist in the preparation and review of command directives initiated by the Administration Department and the review of directives from other departments.

(4) Accomplish special assignments as directed by the Administrative Officer.

c. Organizational Relationship. The Administrative Projects Officer reports to the Administrative Officer through the Assistant Administrative Officer.

4. N12 ADMINISTRATIVE SERVICES DIVISION OFFICER

a. Basic Function. The Administrative Services Division Officer is responsible for the operation of the Administrative Services Division.

b. Duties, Responsibilities and Authority

(1) Perform the duties of division officer as outlined in paragraph 17 of the Executive Department.

(2) Supervise the operation of the Administrative Services Office.

(3) Supervise the professional training and education of enlisted personnel assigned to the Administration Department.

(4) Assist the Administrative Officer as necessary concerning squadron manpower.

(5) Maintain liaison with PERSUPPDET Rota to ensure maximum coordination regarding VQ-2 personnel service records and other areas of mutual interest.

(6) Conduct liaison with the PERSUPPDET Rota Educational Services Officer (ESO). Ensure maximum squadron participation in all enlisted advancement exams.

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(7) Maintain a current file of answer sheets for Navy correspondence courses, and establish and maintain procedures for their handling.

(8) Evaluate the performance of division enlisted personnel.

c. Organizational Relationship. The Administrative Services Division Officer reports to the Administrative Officer through the Assistant Administrative Officer.

5. N13 TEMADD OFFICER

a. Basic Functions. The Temporary Additional Duty (TEMADD) Officer is responsible for issuing TEMADD orders and managing the TEMADD budget.

b. Duties, Responsibilities and Authority

(1) Supervise the preparation of TEMADD orders including emergency leave and medical orders. Ensure orders are kept current by issuing order modifications as required.

(2) Maintain financial records of all TEMADD funds expended for reconciliation with the COMFAIRMED OPTAR ledger.

(3) Keep the Commanding Officer, Executive Officer and Administrative Officer informed as to the status of TEMADD funds.

(4) Liaise with the Overseas Transportation Office to minimize travel costs incurred by the government.

(5) Liaise with Disbursing to ensure prompt liquidation of travel claims for all hands and proper pay action for personnel deployed to CV's.

(6) Request a TEMADD augment from COMFAIRMED when required.

(7) Submit annual TEMADD budget proposal to COMFAIRMED for approval.

(8) Assist the Administrative Services Division Officer in the performance of duties and assume them in his absence.

(9) Ensure the Squadron Deployed Roster is accurate and published on schedule.

c. Organizational Relationships

(1) The TEMADD Officer reports to the Commanding Officer through the Administrative Officer and Executive Officer on matters pertaining to TEMADD funds.

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(2) He reports to the Administrative Officer through the Assistant Administrative Officer when performing the duties of Administrative Services Division Officer.

6. N14 LEGAL OFFICER

a. Basic Function. The Legal Officer functions as an advisor and staff assistant to the Commanding Officer and the Executive Officer concerning the interpretation and application of the Uniform Code of Military Justice, the Manual for Courts Martial, and other military laws and regulations in the maintenance of discipline and the administration of justice within the command.

b. Duties, Responsibilities and Authority

(1) Advise squadron personnel and their dependents of rights, privileges and responsibilities under military and civilian laws.

(2) Draft orders convening courts-martials and appointing orders for officers assigned to conduct JAG Manual investigations.

(3) Ensure officers and enlisted personnel assigned to courts-martial, investigations and other legal duties are well versed in the legal aspects of their duties.

(4) Coordinate with all department heads to ensure all officer and enlisted personnel are fully acquainted with their rights and obligations under the Uniform Code of Military Justice.

(5) Supervise the technical and clerical preparation of UCMJ charges.

(6) Participate as required in the proper processing of cases involving nonjudicial punishment and recommend appropriate cases be referred to trial by courts-martial.

(7) Review records of courts-martial for legality of procedure, finding and sentences.

(8) Write the records of trial for Summary Courts-martial.

(9) Review for legal sufficiency investigative reports prepared in accordance with the JAG Manual.

(10) Refer personnel to a member of the Judge Advocate General's Corps to receive personal legal assistance in connection with such matters as wills, deeds, contracts, powers of attorney and domestic relations.

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(11) Compile and forward information from service records to the Commanding Officer at Commanding Officer's Nonjudicial Punishment and maintain the mast record.

(12) Counsel and assist squadron personnel in exercising their voting rights and act as Squadron Voting Officer.

(13) Prepare the government's case and act as recorder at Administrative Discharge Boards.

(14) Prepare correspondence for the Commanding Officer on legal matters.

c. Organizational Relationships

(1) The Legal Officer reports to the Executive Officer regarding the performance of assigned duties and to the Administrative Officer via the Assistant Administrative Officer for matters of accountability and routine administration of the personnel assigned to his supervision.

(2) The Assistant Legal Officer reports to him.

7. N14A ASSISTANT LEGAL OFFICER

a. Basic Function. The Assistant Legal Officer will assist the Legal Officer in the performance of his duties and will assume them in his absence.

b. Duties, Responsibilities and Authority

(1) Investigate all claims submitted for or against the U.S. Government.

(2) Accomplish tasks assigned by the Legal Officer.

c. Organizational Relationship. The Assistant Legal Officer reports to the Legal Officer.

8. N15 FIRST LIEUTENANT

a. Basic Function. The First Lieutenant is responsible for general building maintenance, custodial and janitorial matters.

b. Duties, Responsibilities and Authority

(1) Perform the duties of division officer as outlined in paragraph 17 of the Executive Department.

(2) Maintain current zone inspection area assignments and make recommendations to the Administrative Officer regarding departmental space assignment or reassignment.

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(3) Audit zone inspections weekly and inform Executive Officer of duplicate discrepancies.

(4) Acquire and issue all cleaning supplies for inside spaces. Keep a supply log of servmart runs.

(5) Maintain all VQ-2 spaces and outside areas not specifically assigned to other departments.

(6) Maintain the First Lieutenant paint locker.

(7) Keep an accurate log of all assigned personal lockers in the enlisted and officer/CPO locker rooms.

(8) Submit work orders to Public Works when jobs are beyond the capabilities of the First Lieutenant Division. Maintain a log of work in progress and dates completed.

(9) Escort Public Works personnel and civilian contractors while they are working in squadron spaces.

(10) Maintain an up-to-date fire bill and list of vehicle safety regulations.

(11) Ensure assigned vehicles are in good working order and submit vehicle reports to Public Works Transportation monthly.

(12) Inspect VQ-2 parking lots and adjacent areas to ensure that areas are clean and free of litter.

(13) As UEPH Officer supervise all matters pertaining to maintenance of assigned barracks and adjacent grounds.

(14) Maintain, through the UEPH Master at Arms, custody of all bedding and other household equipment utilized in the barracks.

(15) Manage the squadron coffee mess in an efficient and profitable manner.

(16) As Telephone Officer liaise with the Naval Station Telephone Officer to ensure squadron telephone equipment is in working order. Maintain records of all telephone-related work orders.

(17) Supervise the indoctrination and orientation of all newly arrived E-3 and below personnel and assign them to the various billets in First Lieutenant Division.

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c. Organizational Relationships

(1) The First Lieutenant reports to the Administrative Officer through the Assistant Administrative Officer.

(2) The Assistant First Lieutenant reports to the First Lieutenant.

9. N15A ASSISTANT FIRST LIEUTENANT

a. Basic Function. The Assistant First Lieutenant will assist the First Lieutenant in the performance of his duties and will assume them in his absence.

b. Duties, Responsibilities and Authority. Same as those of the First Lieutenant.

c. Organizational Relationship. The Assistant First Lieutenant reports to the First Lieutenant.

10. N16 HUMAN RESOURCES MANAGEMENT OFFICER

a. Basic Functions. The Human Resources Management Officer is responsible for developing, implementing and coordinating a variety of interrelated but separate programs including equal opportunity/race relations, overseas diplomacy, drug and alcohol education and abuse control, and alcoholism prevention.

b. Duties, Responsibilities and Authority

(1) Ensure squadron compliance with Human Resources Management Support directives issued by higher authority.

(2) Exercise management control over persons assigned duties which support the squadron Human Resource Management (HRM) program.

(3) Assist the Commanding Officer in establishing HRM program objectives and determining HRM support requirements.

(4) Collect and assess HRM program evaluation data.

(5) Monitor and coordinate the Drug Urinalysis Program.

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c. Organizational Relationships

(1) The Human Resources Management Officer reports to the Commanding Officer through the Executive Officer in the performance of HKM related duties.

(2) He reports to the Administrative Officer through the Assistant Administrative Officer on matters of accountability and routine administration.

(3) The Assistant Human Resources Management Officer reports to the HRMO.

11. N16A ASSISTANT HUMAN RESOURCES MANAGEMENT OFFICER

a. Basic Function. The Assistant Human Resources Management Officer assists the Human Resources Management Officer in the performance of his duties and will assume them in his absence.

b. Duties, Responsibilities and Authority. Same as those of the Human Resources Management Officer.

c. Organizational Relationship. The Assistant Human Resources Management Officer reports to the Human Resources Management Officer.

12. N17 PUBLIC AFFAIRS OFFICER

a. Basic Function. The Public Affairs Officer functions as an assistant to the Commanding Officer and the Executive Officer in carrying out public affairs programs of the command.

b. Duties, Responsibilities and Authority

(1) Keep the Commanding Officer and Executive Officer informed concerning public relations trends and policies, including directives on security and release of information for publication.

(2) Supervise the preparation of news material for release.

(3) Publicize newsworthy squadron accomplishments.

(4) Prepare briefing material and information pamphlets for official visitors.

(5) Assist the Commanding Officer in conducting interviews with the press.

(6) Act as editor of the squadron magazine.



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(7) Prepare and submit home town news releases and news articles for Navy publications and maintain a record file.

(8) Maintain communications, as appropriate, with local news media.

(9) Plan and coordinate all necessary public relations functions and research protocol required for squadron activities and ceremonies.

(10) Ensure squadron awards are presented in a timely manner and maintain accurate records.

(11) Prepare gifts and plaques, when appropriate, for awards presentations.

(12) Maintain an up-to-date command history and photographic file.

c. Organizational Relationships

(1) The Public Affairs Officer reports to the Commanding Officer via the Executive Officer for the performance of Public Affairs duties, keeping the Administrative Officer informed.

(2) He reports to the Administrative Officer through the Assistant Administrative Officer on matters of accountability and routine administration.

(3) The Assistant Public Affairs Officer reports to the Public Affairs Officer.

13. N17A ASSISTANT PUBLIC AFFAIRS OFFICER

a. Basic Function. The Assistant Public Affairs Officer assists the Public Affairs Officer in the performance of his duties and will assume them in his absence.

b. Duties, Responsibilities and Authority. Same as those of the Public Affairs Officer.

c. Organizational Relationship. The Assistant Public Affairs Officer reports to the Public Affairs Officer.

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N13 TEMADD Division Officer

a. Basic Functions. TEMADD Division Officer is responsible for VQ-2 personnel assigned to local TEMADD billets.

b. Duties, Responsibilities and Authority

(1) Perform duties of division officer as outlined in paragraph 17 of the Executive Department.

(2) Maintain an accurate list of personnel assigned to local TEMADD billets.

(3) Liaise with senior petty officer at each command to ensure accurate dissemination of squadron information and maximum participation in squadron functions.

(4) Liaise with reporting seniors to ensure participation in advancement examinations.

(5) Maintain a proper passdown notebook.

(6) Report to the Executive Officer through the Administration Officer on the matters concerning TEMADD Personnel.

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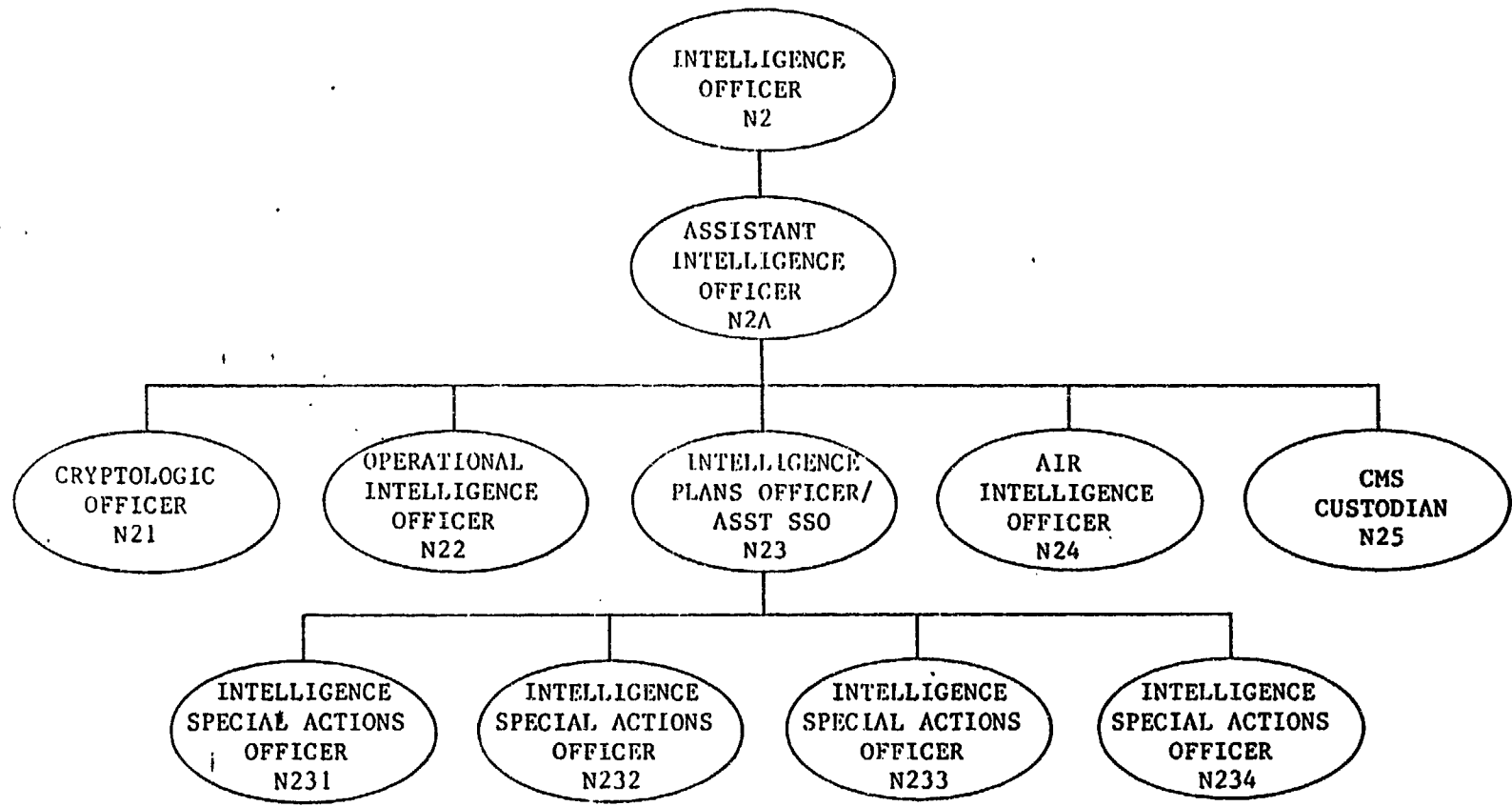
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INTELLIGENCE DEPARTMENT

<u>DEPT CODE</u>	<u>BILLET TITLE</u>
N2	INTELLIGENCE OFFICER
N2A	ASST INTELLIGENCE OFFICER
N21	CRYPTOLOGIC OFFICER
N22	OPERATIONAL INTEL OFFICER
N23	INTEL PLANS OFFICER
N231	INTEL SPECIAL ACTIONS OFFICER
N232	INTEL SPECIAL ACTIONS OFFICER
N233	INTEL SPECIAL ACTIONS OFFICER
N234	INTEL SPECIAL ACTIONS OFFICER
N24	AIR INTELLIGENCE OFFICER
N25	CMS CUSTODIAN



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VQ-2 INST 5400.1K

1. N2 INTELLIGENCE OFFICER

a. Basic Function. The Intelligence Officer will head the Intelligence Department and be responsible to the Commanding Officer, through the Executive Officer, for the effective performance of assigned duties. Overall managerial responsibility shall include the efficient administration of: (1) Intelligence Office, (2) Special Intelligence Communications Facility (SPINTCOM), (3) Special Security Office (SSO) and (4) Communications Security Material System (CMS) account.

b. Duties, Responsibilities and Authority

(1) Perform the duties of department head as outlined in paragraph 16 of the Executive Department.

(2) Coordinate with the Operations Officer to ensure intelligence annexes, operation orders, plans and policies are periodically reviewed and remain in compliance with the spirit and intent of similar directives from higher authority.

(3) Coordinate with the Electronic Warfare Officer in the preparation of tasking for particular deployments to ensure all collection opportunities are maximized, objectives fulfilled, and results disseminated in accordance with appropriate directives.

(4) Coordinate with the Training Officer to ensure periodic squadron intelligence training is effected and Electronic Warfare Aircraft Commander and Mission Commander qualifications are accomplished and maintained.

(5) Conduct appropriate liaison with COMSIXFLT, CTF 67, CTF 60, FOSIF Rota, Naval Security Group detachments Rota and Athens, and other Mediterranean and theater intelligence officers in support of the effective accomplishment of mission objectives.

(6) Ensure the Intelligence Department remains a viable entity responsive to all adjuncts of the squadron mission to include proper aircrew intelligence briefing and debriefing, implementation of a general intelligence training program, and maintenance of the intelligence document library with associated reference files.

(7) Provide for the effective operation of the VQ-2 SPINTCOM Facility in accordance with established naval intelligence directives.

(8) Ensure the effective operation of the VQ-2 CMS account.

c. Organizational Relationships

(1) The Intelligence Officer reports to the Commanding Officer through the Executive Officer.

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(2) The Assistant Intelligence Officer reports to him.

2. N2A ASSISTANT INTELLIGENCE OFFICER

a. Basic Function. The Assistant Intelligence Officer will be the second senior officer in the Intelligence Department. He will be responsible for the proper performance of assigned duties and personnel. He will be familiar with the duties and responsibilities of the Intelligence Officer and will assume them in his absence.

b. Duties, Responsibilities and Authority

(1) Act in the absence of the Intelligence Officer and be responsible for taking necessary action to ensure the effective operation of the department.

(2) Assist the Intelligence Officer in performing all assigned duties as outlined in paragraph 1.

c. Organizational Relationships

(1) The Assistant Intelligence Officer reports to the Intelligence Officer.

(2) The following report to him:

(a) Cryptologic Officer.

(b) Operational Intelligence Officer.

(c) Intelligence Plans Officer/Assistant SSO.

(d) Air Intelligence Officer.

(e) CMS Custodian.

3. N21 CRYPTOLOGIC OFFICER

a. Basic Function. The Cryptologic Officer is responsible for providing cryptologic and special intelligence support. He shall establish and maintain a continuing liaison with Naval Security Group elements, ensuring optimum utilization of DIRSUP and squadron assets for mission collection requirements.

b. Duties, Responsibilities and Authority

(1) Provide cryptologic support to VQ-2.

(2) Render special intelligence support and interpretation using local and intelligence/cryptologic community resources, as required.

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(3) Be thoroughly familiar with U.S. intelligence and cryptologic communities, and based on this knowledge, render advice on matters affecting the squadron.

(4) Provide the SIGINT and DIRSUP background necessary to ensure fleet support and national collection efforts are maximized and fleet direct support requirements are current and coordinated.

(5) Provide the requisite liaison with Naval Security Group Detachment Athens to optimize a continuous and meaningful exchange of information on mission-associated DIRSUP/collection policies and procedures.

(6) Provide the management expertise necessary to ensure the maximum possible benefit is derived from squadron DIRSUP operations, and monitor DIRSUP asset expertise and training.

(7) Function as a part of the Intelligence Department with close and continuing interface with the Electronic Warfare Department in local level analysis of mission take from significant or potentially significant threat evolutions and the activities of SOVMEDFLT or littoral countries. Maintain a high level of squadron liaison with both theater cryptologic activities and intelligence organizations.

(8) Participate fully with squadron Special Projects, Intelligence, and EW Departments, as well as theater cryptologic activities, in the development and coordination of objectives for Special Collection Operation.

(9) Assist in the professional development of squadron personnel (Mission Commanders, Electronic Warfare Aircraft Commanders/Evaluators/Navigators and Operations) to enhance the analysis and reporting of mission intercepts. Assist in the establishment and administration of the training program designed to maintain and improve the proficiency of mission-essential personnel.

(10) Assist in the formulation and monitoring of squadron OPSEC and COMSEC policies and procedures.

c. Organizational Relationship. The Cryptologic Officer reports to the Intelligence Officer through the Assistant Intelligence Officer.

4. N22 OPERATIONAL INTELLIGENCE OFFICER

a. Basic Functions. The Operational Intelligence Officer is responsible for squadron intelligence training programs, inter-departmental liaison concerning mission tracks, intelligence liaison with appropriate shore authorities (NSGD, CSG, and FOSIF) regarding mission reporting, and for directing the intelligence briefing program.

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b. Duties, Responsibilities and Authority

(1) Acquire an awareness and basic understanding of all departmental duties and responsibilities. Be responsible for taking whatever actions are necessary to ensure the efficient operation of the department.

(2) Act as primary Intelligence Liaison Officer between the Intelligence Department, the Electronic Warfare Department, and the Operations Department, ensuring mission tracks are updated, briefed and flown in accordance with prescribed directives.

(3) Work closely with the Electronic Warfare Department (reports division), FOSIF Rota, NAVSECGRUDET Rota, NAVSECGRUACT Athens and the Cryptologic Support Group to ensure all squadron mission take is analyzed and described in squadron products (OPINT-REPS, Special Analysis Reports and Monthly SIGINT Summary Message).

(4) Administer the squadron Intelligence Training Program which will be directed toward all squadron personnel but with special emphasis on EWAC/SEVAL training.

(5) Direct and guide squadron level in-depth analysis of significant Soviet, Baltic and Mediterranean littoral activities that are monitored by VQ-2 assets.

(6) Act as SIOP/SRP Custodian.

(7) Conduct in-depth briefings on Soviet naval operations and other Mediterranean littoral related items as assigned.

(8) Instruct officers and enlisted crew members in the effective use of intelligence, operation orders, Mission Commanders' Notebook and other data to ensure uniform conformance with squadron operational doctrine and current directives from higher authority.

(9) Conduct aircrew pre-deployment briefings, ensuring all personnel are appraised of the total mission objective and requirements, and proper incident reporting techniques are understood.

(10) Plan, coordinate, and execute the intelligence adjuncts for all operations and exercise involving squadron participation.

(11) Act in the absence of the Intelligence Plans/Assistant SSO.

c. Organizational Relationship. The Operational Intelligence Officer reports to the Intelligence Officer through the Assistant Intelligence Officer.

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5. N23 INTELLIGENCE PLANS OFFICER/ASSISTANT SSO

a. Basic Functions. The Intelligence Plans Officer/Assistant Special Security Officer (SSO) is responsible for all matters pertaining to security and will ensure appropriate protection is given to documents containing special intelligence information. As assistant SSO he is responsible on matters regarding training, clearances and communications. He will act as Tight Control (TICON) Officer and as division officer for department personnel.

b. Duties, Responsibilities and Authority

(1) Acquire an awareness and basic understanding of all departmental duties and responsibilities. Be responsible for taking whatever actions are necessary to ensure the efficient operation of the department.

(2) Serve as administrative assistant to the Intelligence Officer and complete such special purpose tasking as may be assigned.

(3) Act as Assistant Special Security Officer (SSO) with tasks to include:

(a) Maintain strict special intelligence (SI) billet accountability in conformance with applicable Department of Defense guidance.

(b) Monitor all SI briefings to ensure appropriate security is maintained.

(c) Conduct required SI indoctrination briefings and debriefings in accordance with applicable guidance.

(d) Ensure a security awareness program is in effect for personnel with special clearances.

(e) Collate and maintain a special intelligence library with associated reference files for use by appropriately cleared personnel.

(f) Review all outgoing squadron product reports to ensure that appropriate protection is afforded to documents containing special intelligence information.

(g) Supervise the training of assigned enlisted personnel.

(h) Establish working level liaison with local, theater, and Washington command entities with regard to squadron special intelligence and SSO operations.



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(4) Act as the Communications Officer in accordance with the provisions of the US Navy Security Manual for Classified Information, current editions of NWP-16, DNC-5, CMS-4, ACP-121, ACP-121 US Supp-1 DOI-103, JANAP 128 and fleet, force and squadron directives. Duties, in part, are to:

(a) Manage and modify as necessary the procedures for secure and expeditious handling of squadron message traffic.

(b) Maintain a program of downgrading and destruction of classified matter in accordance with current directives.

(c) Assume the responsibilities of safeguarding classified and registered matter assigned to the Communications Branch.

(d) Maintain and direct a communications training program for the command.

(e) Assume responsibility for issuance and implementation of necessary instructions applicable to communications.

(f) Coordinate with Naval Communications Station for resolution of program areas of items of mutual interest.

(g) Assume responsibility for maintaining the Communications Officer Emergency Destruction Plan.

(h) Maintain a library of applicable communications publications.

(5) Act as Tight Control (TICON) Officer for such documents requiring that special handling.

(6) Establish and maintain an intelligence library of current intelligence material and associated reference files.

(7) Conduct periodic review of all intelligence annexes, operation orders and Naval Warfare Publications to ensure their continued validity and applicability to squadron operation.

(8) Assist in the maintenance of both open source and special intelligence publications.

(9) Act as the division officer for Intelligence Department personnel as outlined in paragraph 17 of the Executive Department.

(10) Conduct aircrew pre-deployment briefings, ensuring all personnel are appraised of total mission objectives and requirements, and proper incident reporting techniques are understood.

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(11) Assist in instructing the squadron mission familiarization course.

c. Organizational Relationship. The Intelligence Plans Officer/Assistant SSO reports to the Intelligence Officer through the Assistant Intelligence Officer.

6.. N231-N234 INTELLIGENCE SPECIAL ACTIONS OFFICERS

a. Basic Functions. The Intelligence Special Actions Officers (4) are responsible for monitoring and analysis of squadron mission results, preparation of ELINT operational and monthly SIGINT summary reports, and conducting training and intelligence briefings.

b. Duties, Responsibilities and Authority

(1) Monitor all mission results to identify significant items.

(2) Conduct analysis of material from squadron missions.

(3) Prepare ELINT operational (ELO) reports on signals of interest to outside consumers.

(4) Prepare the monthly SIGINT summary report.

(5) Conduct aircrew pre-deployment briefings, ensuring all personnel are appraised of the total mission objective and requirements and proper incident reporting techniques are understood.

(6) Coordinate closely with Electronic Warfare Department to ensure all significant mission results are analyzed and reported.

(7) Conduct in-depth briefings on significant squadron mission results. Brief other related items as directed by the Operational Intelligence Officer.

(8) Participate in the departmental current intelligence and training briefing program as required.

(9) Assist in instructing the squadron mission familiarization course.

c. Organizational Relationships. The Intelligence Special Actions Officers report to the Intelligence Plans/Assistant SSO Officer for administrative purposes and to the Assistant Intelligence Officer for the performance of assigned duties.



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7. N24 AIR INTELLIGENCE OFFICER

a. Basic Functions. The Air Intelligence Officer is responsible for conducting in-depth intelligence briefings, preparation of Intelligence Information Reports, maintaining and updating the Mission Commanders' Notebook, establishing air intelligence collection requirements and will participate in squadron training programs.

b. Duties, Responsibilities and Authority

(1) Acquire an awareness and basic understanding of all departmental duties and responsibilities. Be responsible for taking necessary actions to ensure the efficient operation of the department.

(2) Ensure aircrews are briefed and debriefed regarding the intelligence aspects of all operational, exercise, and training missions and participate in these briefings. Ensure that proper incident reporting techniques are understood.

(3) Act as squadron Photographic Officer and be responsible for the effective utilization and accountability of all photographic equipment assigned.

(4) Submit Intelligence Information Reports (IIR) and/or make other appropriate reports upon satisfaction of specific intelligence collection tasking objectives.

(5) Maintain the Mission Commanders' notebook as a compendium of authoritative and accurate policy guidance relative to the uniform conduct of all squadron reconnaissance operations. Ensure the notebook is updated in a timely manner with requisite mission-related material.

(6) Participate in the squadron intelligence training program.

(7) Establish and manage air intelligence requirements for visual, photographic and related reconnaissance collection to be accomplished during specific missions or deployments.

(8) Provide to all properly cleared officers frequent current intelligence briefings on recognition, SOVMEDFLT activity, and their significant to Mediterranean situations and other relevant topics.

(9) Conduct in-depth briefings on Soviet naval operations and other Mediterranean littoral related items as assigned.

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(10) Conduct periodic escape and evasion, Code of Conduct, and Geneva Convention briefs as required.

(11) Act in the absence of the Operational Intelligence Officer.

(12) Participate in the departmental current intelligence briefing program as required.

(13) Assist in instructing the Squadron Mission Familiarization Course.

c. Organizational Relationship. The Air Intelligence Officer reports to the Intelligence Officer through the Assistant Intelligence Officer.

8. N25 COMMUNICATION SECURITY MATERIAL SYSTEM (CMS) CUSTODIAN

a. Basic Functions. The Communication Security Material System (CMS) Custodian is a staff assistant to the Commanding Officer and is directly responsible to the Commanding Officer for operational readiness. For emergency and time-sensitive operational matters, the custodian shall report directly to the Commanding Officer, keeping the Intelligence Officer and Executive Officer informed as practicable.

b. Duties, Responsibilities and Authority

(1) As well as a staff assistant to the Commanding Officer, the CMS Custodian is an administrative assistant to the Intelligence Officer, and is directly responsible to the Intelligence Officer for CMS administrative management. For routine matters the custodian shall report to the Intelligence Officer, Executive Officer and Commanding Officer - in that order.

(2) The CMS Custodian's duties shall include the following:

(a) Ensure that CMS material is properly accounted for at all times. No items that are accountable shall leave the CMS office without being properly signed for.

(b) Conduct all break-out and destruction of CMS material as directed by applicable instructions.

(c) Indoctrinate all responsible users (anyone who has need to accept custody of CMS Material) prior to issuance of CMS material.



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(d) Prepare and properly issue in a timely manner all material requested by flight crew/detachments and properly account for the material upon completion of the flight/detachment.

(e) Perform all other tasks as may be required to properly manage the CMS account or as may be required by the Intelligence Officer. Proper CMS account management shall take priority over all other squadron duties.

c. Organizational Relationships. The Communication Security Material (CMS) Custodian reports directly to the Commanding Officer for operational readiness matters keeping the Executive Officer and Intelligence Officer fully informed.

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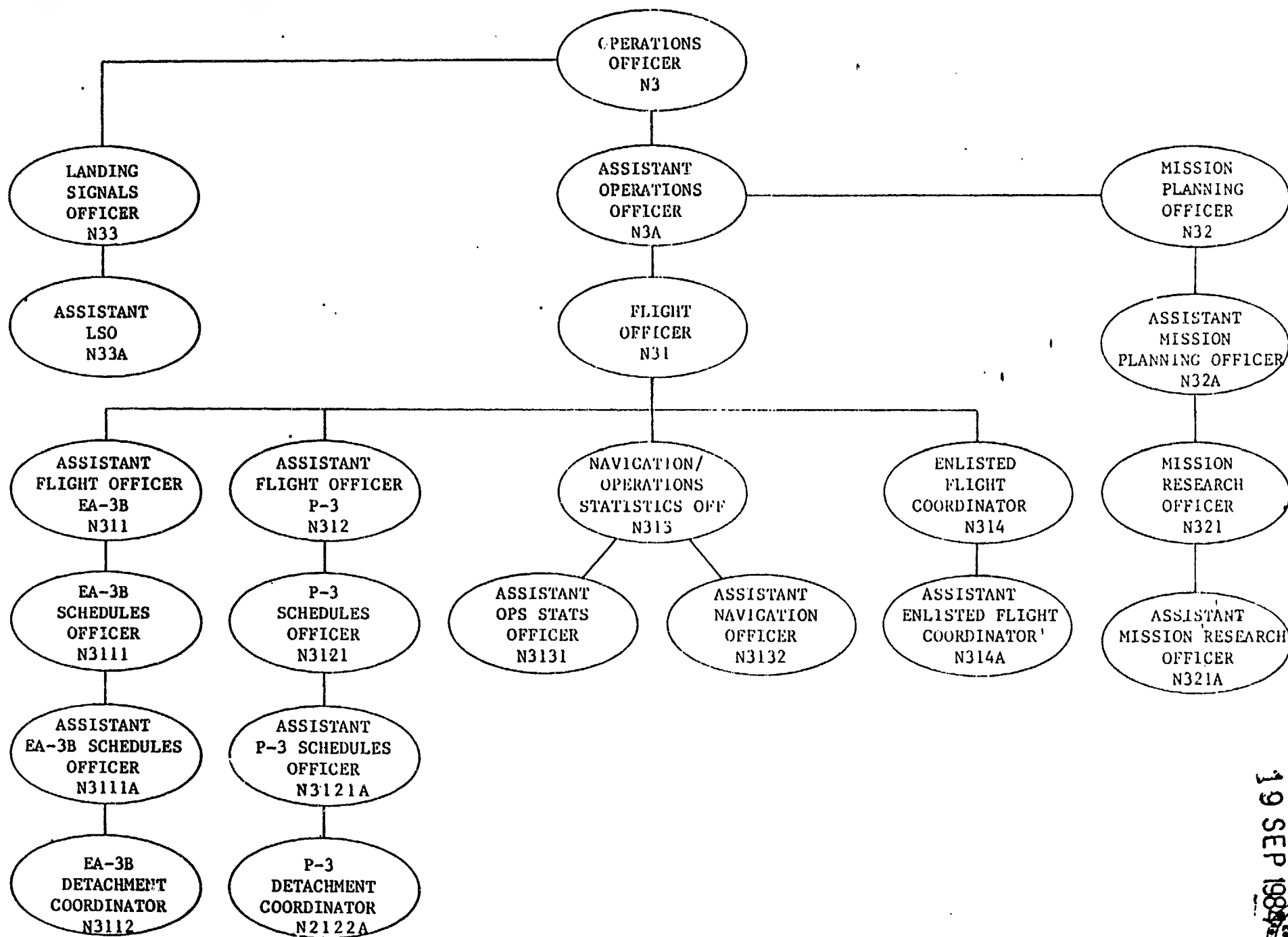


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OPERATIONS DEPARTMENT

<u>DEPT CODE</u>	<u>BILLET TITLE</u>
N3	OPERATIONS OFFICER
N3A	ASST OPERATIONS OFFICER
N31	FLIGHT OFFICER
N311	EA-3B ASST FLIGHT OFFICER
N3111	EA-3B SCHEDULES OFFICER
N3111A	ASST EA-3B SCHEDULES OFF
N3112	EA-3B DET CO-ORDINADOR
N312	P-3 ASST FLIGHT OFFICER
N3121	P-3 SCHEDULES OFFICER
N3121A	ASST P-3 SCHEDULES OFFICER
N3122	P-3 DET CO-ORDINATOR
N313	NAV/OPS STATS OFFICER
N3131	ASST OPS STATS OFFICER
N3132	ASST NAV OFFICER
N32	MISSION PLANNING OFFICER
N32A	ASST MISSION PLANNING OFF
N321	RESEARCH OFFICER
N321A	ASST RESEARCH OFFICER
N33	LANDING SIGNALS OFFICER
N33A	ASST LANDING SIGNALS OFF

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1. N3 OPERATIONS OFFICER

a. Basic Functions. The Operations Officer will head the Operations Department and be responsible to the Commanding Officer. He will conduct his department in accordance with current fleet, force and squadron directives. He will be responsible, under the Commanding Officer, for collection, evaluation, and dissemination of combat and operational information required for assigned missions and tasks of the command, and, except as may be the specific responsibility of another officer, for all other matters related to the operations of the command.

b. Duties, Responsibilities and Authority

(1) Perform the duties of department head as outlined in paragraph 16 of the Executive Department.

(2) Conduct aircraft operations in accordance with instructions received from the Commanding Officer.

(3) Supervise and enforce ground and air rules relative to the operation of aircraft.

(4) Supervise flight crews in the performance of their flight duties.

(5) Ensure aircraft scheduled for flights are operationally ready and adequately configured for the assigned mission.

(6) Schedule briefings for crewmembers prior to flights.

(7) Supervise the flight scheduling of all flight personnel.

c. Organizational Relationships

(1) The Operations Officer reports to:

(a) The Commanding Officer for all matters pertaining to squadron operations.

(b) Commanding Officer, through the Executive Officer, for all non-operational matters.

(2) The following report to the Operations Officer:

(a) Assistant Operations Officer.

(b) Landing Signals Officer.



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2. N3A ASSISTANT OPERATIONS OFFICER

a. Basic Function. The Assistant Operations Officer will act as assistant department head of the operations department.

b. Duties, Responsibilities and Authority. Be familiar with the duties of the Operations Officer and assume them in his absence.

c. Organizational Relationships

(1) The Assistant Operations Officer reports to the Operations Officer.

(2) The following report to him:

(a) Flight Officer.

(b) Mission Planning Officer.

3. N31 FLIGHT OFFICER

a. Basic Functions. The Flight Officer is responsible for the scheduling and coordination of all squadron flight activity and attendant activity. He is head of the Flight Division.

b. Duties, Responsibilities and Authority

(1) Perform the duties of division officer as outlined in paragraph 17 of the Executive Department.

(2) Supervise all mission and deployment related activity to include crew scheduling, orders requests, billeting requests, diplomatic clearances, and various other requirements as needed.

(3) Assist in the coordination of flight and mission related ground training in conjunction with the Training Officer.

(4) Schedule flight training, as aircraft availability permits, in accordance with the monthly training plan prepared by the Training Officer and approved by the Commanding Officer.

(5) Supervise the preparation of the daily flight schedule.

(6) Liaise with the Maintenance Department to ensure availability of mission aircraft to meet assigned tasking.

(7) Maintain the Operations Department files.

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c. Organizational Relationships

(1) The Flight Officer reports to the Assistant Operations Officer.

(2) The following report to him:

(a) The EA-3B and P-3 Assistant Flight Officers.

(b) The Navigation/Operations Statistics Officer.

(c) The Enlisted Flight Coordinator.

4. N311 EA-3B ASSISTANT FLIGHT OFFICER

a. Basic Function. The EA-3B Assistant Flight Officer is responsible for the scheduling and coordination of all squadron EA-3B flight activity.

b. Duties, Responsibilities and Authority

(1) Be familiar with and responsible for all aspects of squadron EA-3B flight operations and detachment coordination.

(2) Be familiar with the duties of the Flight Officer and assume them in his absence.

c. Organizational Relationships

(1) The EA-3B Assistant Flight Officer reports to the Flight Officer.

(2) The EA-3B Schedules Officer reports to the EA-3B Assistant Flight Officer.

5. N3111 EA-3B SCHEDULES OFFICER

a. Basic Functions. The EA-3B Schedules Officer is responsible for the preparation of the daily EA-3B flight schedule, deployment schedules, crew listings, and weekly/monthly/quarterly operations schedules.

b. Duties, Responsibilities and Authority

(1) Prepare the daily EA-3B flight schedule in conjunction with the monthly training plan and deployment schedules.

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(2) Liaise with the Maintenance Control Officer, Mission Planning Officer and Training Officer in matters of mutual concern.

(3) Initiate all intentions, flight advisories, diplomatic clearance requests, orders requests, etc., which are deemed essential for the conduct of squadron deployments and aircraft movements.

c. Organizational Relationships

(1) The EA-3B Schedules Officer reports to the EA-3B Flight Officer.

(2) The EA-3B Assistant Schedules Officer reports to to the EA-3B Schedules Officer.

6. N3111A EA-3B ASSISTANT SCHEDULES OFFICER

a. Basic Function. The EA-3B Assistant Schedules Officer will assist the EA-3B Schedules Officer as required.

b. Duties, Responsibilities and Authority. Be familiar with the duties of the EA-3B Schedules Officer and assume them in his absence.

c. Organizational Relationships

(1) The EA-3B Assistant Schedules Officer reports to the EA-3B Schedules Officer.

(2) The EA-3B Detachment Coordinator reports to the Assistant EA-3B Schedules Officer.

7. N3112 EA-3B DETACHMENT COORDINATOR

a. Basic Functions. The EA-3B Detachment Coordinator is responsible for the preparation for all deployment evolutions including shore basing requirements, DIRSUP needs, maintenance requirements, billeting and liaison with the Administrative Officer on TEMADD matters.

b. Duties, Responsibilities and Authority

(1) Prepare shore basing requests and DIRSUP requests for deployments.

(2) Liaise with the Maintenance Department regarding logistics needs at deployment sites.

(3) Prepare and track POA&M programs for CV detachments.

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(4) Liaise with Flight Officer and respective schedules officers on matters of diplomatic clearances, flight advisories, orders requests and any other matters pertaining to the upcoming deployment.

(5) Maintain communications with deployed crews and coordinate any actions required to alleviate problems at the deployed sites.

c. Organizational Relationship. The EA-3B Detachment Coordinator reports to the EA-3B Assistant Schedules Officer.

8. N312 P-3 ASSISTANT FLIGHT OFFICER

a. Basic Function. The P-3 Assistant Flight Officer is responsible for the scheduling and coordination of all squadron P-3 flight and attendant activity.

b. Duties, Responsibilities and Authority

(1) Be familiar with and responsible for all aspects of squadron P-3 flight operations and detachment coordination.

(2) Be familiar with the duties of the Flight Officer and assume them in his absence.

c. Organizational Relationships

(1) The P-3 Assistant Flight Officer reports to the Flight Officer.

(2) The P-3 Schedules Officer reports to the P-3 Assistant Flight Officer.

9. N3121 P-3 SCHEDULES OFFICER

a. Basic Functions. The P-3 Schedules Officer is responsible for the preparation of the daily P-3 flight schedule, deployment schedules, crew listing, and weekly/monthly/quarterly operations schedules.

b. Duties, Responsibilities and Authority

(1) Prepare the daily P-3 flight schedule in conjunction with the monthly training plan and deployment schedules.

(2) Liaise with the Maintenance Control Officer, Mission Planning Officer and Training Officer in matters of mutual concern.



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(3) Initiate all intentions, flight advisories, diplomatic clearance requests, orders request, etc., which are deemed essential for the conduct of squadron deployments and aircraft movement.

c. Organizational Relationships

(1) The P-3 Schedules Officer reports to the P-3 Assistant Flight Officer.

(2) The P-3 Assistant Schedules Officer reports to the P-3 Schedules Officer.

10. N3121A P-3 ASSISTANT SCHEDULES OFFICER

a. Basic Function. The P-3 Assistant Schedules Officer will assist the P-3 Schedules Officer as required.

b. Duties, Responsibilities and Authority. Be familiar with the duties of the P-3 Schedules Officer and assume them in his absence.

c. Organizational Relationships

(1) The P-3 Assistant Schedules Officer reports to the P-3 Schedules Officer.

(2) The P-3 Detachment Coordinator reports to the P-3 Assistant Schedules Officer.

11. N3122 P-3 DETACHMENT COORDINATOR

a. Basic Functions. The P-3 Detachment Coordinator is responsible for the preparation for all deployment evolutions, including shore basing requirements, DIRSUP needs, maintenance requirements, billeting and liaison with the Administrative Officer on TEMADD matters.

b. Duties, Responsibilities and Authority

(1) Prepare shore basing requests and DIRSUP requests for deployments.

(2) Liaise with the Maintenance Department regarding logistics needs at deployment sites.

(3) Liaise with Flight Officer and respective schedules officers on matters of diplomatic clearances, flight advisories, orders requests and any other matters pertaining to upcoming deployments.



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(4) Maintain communications with deployed crews and coordinate any actions required to alleviate problems at the deployed sites.

c. Organizational Relationship. The P-3 Detachment Coordinator reports to the Assistant P-3 Schedules Officer.

12. N313 NAVIGATION/OPERATIONS STATISTICS OFFICER

a. Basic Functions. The Navigation/Operations Statistics (Nav/Ops Stats) Officer shall be responsible for all matters concerning the navigation of squadron aircraft and operational statistics. He is the Nav/Ops Stats Branch Officer.

b. Duties, Responsibilities and Authority

(1) Supervise and certify all flight records, flight data reports and logs.

(2) Keep cognizant personnel informed of the status of flight time, pilot time, and instrument requirements as necessary.

(3) Initiate monthly, quarterly and annual reports as required.

(4) Ensure proper and complete entries are made on officer and enlisted flight logs.

(5) Prepare necessary information for relevant boards including but not limited to:

(a) Flight order audit board.

(b) Flight deck/hazardous duty pay audit board.

(c) Aircraft mishap board.

(6) Maintain a supply of current aviation publications, charts, and equipment sufficient for squadron navigational requirements.

(7) Maintain custody and issue all navigational equipment.

(8) Prepare navigational and meteorological reports as required.

(9) Maintain accurate usage data on all navigation equipment and publications.

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c. Organizational Relationships

- (1) The Nav/Ops Stats Officer reports to the Flight Officer.
- (2) The following report to him:
 - (a) Assistant Ops Stats Officer.
 - (b) Assistant Navigation Officer.

13. N3131 ASSISTANT OPERATIONS STATISTICS OFFICER

a. Basic Function. The Assistant Operations Statistics (Ops Stats) Officer will assist the Nav/Ops Stats Officer as necessary.

b. Duties, Responsibilities and Authority

- (1) Be thoroughly familiar with the ops/stats related duties of the Nav/Ops Stats Officer and assume them in his absence.
- (2) Be familiar with the squadron navigational requirements and assist within this area as necessary.

c. Organizational Relationship. The Assistant Ops Stats Officer reports to the Nav/Ops Stats Officer.

14. N3132 ASSISTANT NAVIGATION OFFICER

a. Basic Function. The Assistant Navigation Officer will assist the Nav/Ops Stats Officer as required.

b. Duties, Responsibilities and Authority

- (1) Be thoroughly familiar with all navigation related duties of the Nav/Ops Stats Officer and assume them in his absence.
- (2) Be familiar with ops/stats related duties and assist as necessary.

c. Organizational Relationship. The Assistant Navigation Officer reports to the Nav/Ops Stats Officer.

15. N32 MISSION PLANNING OFFICER

a. Basic Functions. The Mission Planning Officer is responsible for the planning, coordination and execution of all Peacetime Aerial Reconnaissance Program (PARPRO) and fleet exercise (Direct Support) missions. He is head of the Mission Planning Division.

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b. Duties, Responsibilities and Authority

(1) Perform the duties of division officer as outlined in paragraph 17 of the Executive Department.

(2) Keep cognizant authority informed of all current, pending and past missions as required.

(3) Keep himself familiar with current instructions, directives, LOI's, OPORDERS, and procedures concerning all aspects of missions including planning, scheduling, implementation, changes and reporting for PARPRO and fleet support missions.

(4) Be thoroughly familiar with the JCS approved reconnaissance track library and all procedures relevant to the submission and approval of reconnaissance tracks.

(5) Maintain accurate, up-to-date files to include, but not limited to:

(a) Monthly PARPRO schedule.

(b) History of all missions flown to include a minimum of ten years for PARPRO and two years for fleet support.

(c) Complete JCS approved reconnaissance track library.

(d) Diplomatic clearance file.

(e) Current and projected deployments of Sixth Fleet Battle Groups and MARGs.

(6) Attend all monthly European reconnaissance planning conferences or ensure an adequately prepared alternate is in attendance.

(7) Maintain liaison with the Intelligence Department, FOSIF Rota, NAVSECGRUDEPT Rota and NAVSECGRUACT Athens to determine the effectiveness of current mission tracks and mission scheduling.

c. Organizational Relationships

(1) The Mission Planning Officer reports to the Assistant Operations Officer.

(2) The Assistant Mission Planning Officer reports to the Mission Planning Officer.

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16. N32A ASSISTANT MISSION PLANNING OFFICER

a. Basic Functions. The Assistant Mission Planning Officer is responsible for PARPRO missions and Fleet Exercise/Support tasking and assignments.

b. Duties, Responsibilities and Authority

(1) Be familiar with the duties of the Mission Planning Officer and assume them in his absence.

(2) Be thoroughly familiar with all aspects of the Peacetime Aerial Reconnaissance Program (PARPRO), reporting procedures related to PARPRO missions and reconnaissance track libraries.

(3) Be familiar with squadron fleet exercise/support tasking and assist within this area as required.

c. Organizational Relationship. The Assistant Mission Planning Officer reports to the Mission Planning Officer.

17. N321 MISSION RESEARCH OFFICER

a. Basic Function. The Mission Research Officer will assist his superiors in researching and planning all missions.

b. Duties, Responsibilities and Authority

(1) Be familiar with all aspects of PARPRO and fleet support documents such as LOI's, OPORDERS, SIXTHFLT EMPLOYMENT SCHED and others.

(2) Assist, as necessary, the Mission Planning Officer and his assistants.

c. Organizational Relationships

(1) The Mission Research Officer reports to the Assistant Mission Planning Officer.

(2) The Assistant Mission Research Officer reports to the Mission Research Officer.

18. N321A ASSISTANT MISSION RESEARCH OFFICER

a. Basic Functions. The Assistant Mission Research Officer will assist as necessary the Mission Research Officer in matters pertaining to PARPRO and fleet exercises planning and execution.

b. Duties, Responsibilities and Authority. Be familiar with

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the duties of the Mission Research Officer and assume them in his absence.

c. Organizational Relationship. The Assistant Mission Research Officer reports to the Mission Research Officer.

19. N33 LANDING SIGNALS OFFICER

a. Basic Function. The Landing Signals Officer (LSO) is responsible for all matters concerning pilot readiness and qualifications for shipboard operations. He will be a Field Qualified EA-3B aviator.

b. Duties, Responsibilities and Authority

(1) Observe and grade day/night FCLP periods for all pilots preparing for CV/CVN deployment.

(2) Deliver a thorough debrief to pilots on any tendencies noted developing during FCLP's.

(3) Keep an individual record on each carrier pilot to include a running total of day/night carrier landings, bolters, touch and go's, wave off's, etc.

(4) Brief all carrier pilots on changes or additions to the CV/LSO NATOPS manuals pertaining to recovery and launch procedures.

(5) Submit a monthly status report to the Commanding Officer via the Operations Officer outlining individual pilot performance as well as squadron overall performance.

(6) Maintain the portable runway lights and ensure their proper position on the runway as described in the LSO NATOPS manual.

c. Organizational Relationships

(1) The LSO reports to the Operations Officer. He will also have direct access to the Commanding Officer.

(2) The Assistant LSO reports to the LSO.

20. N33A ASSISTANT LANDING SIGNALS OFFICER

a. Basic Function. The Assistant LSOs will assist the LSO in all matters pertaining to pilot carrier readiness and qualifications.

b. Duties, Responsibilities and Authority. Be familiar with the duties of the LSO and assume them in his absence.

c. Organizational Relationship. The Assistant LSOs report to the LSO.



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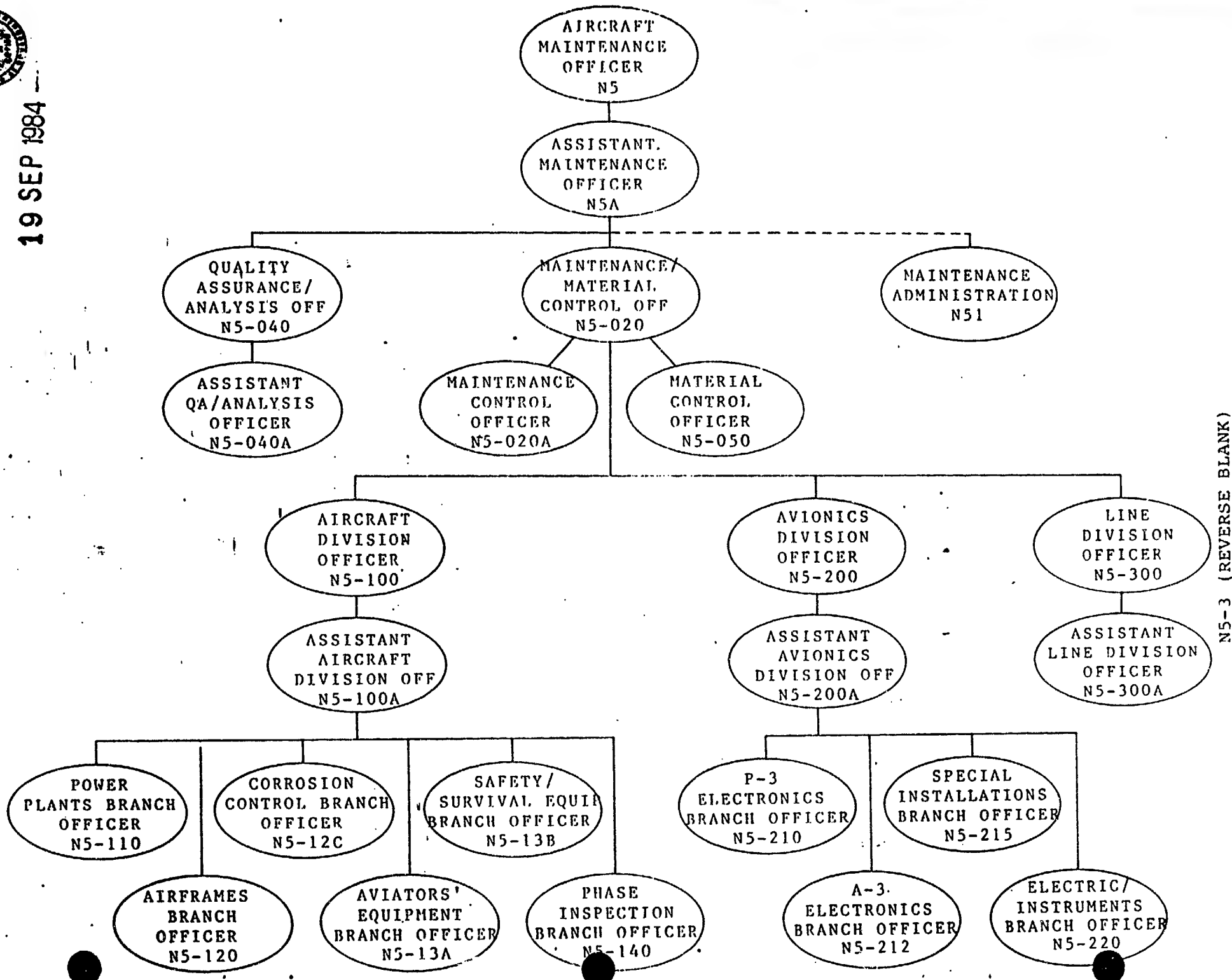
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AIRCRAFT MAINTENANCE DEPARTMENT

<u>DEPT CODE</u>	<u>BILLET TITLE</u>
N5	AIRCRAFT MAINTENANCE OFFICER
N5A	ASSISTANT MAINTENANCE OFFICER
N5-040	QUALITY ASSURANCE/ANALYSIS DIV OFF
N5-040A	ASST QA/ANALYSIS DIVISION OFFICER
N5-020	MAINTENANCE/MATERIAL CONTROL OFF
N5-020A	MAINTENANCE CONTROL OFFICER
N5-050	MATERIAL CONTROL OFFICER
N5-100	AIRCRAFT DIVISION OFFICER
N5-100A	ASST AIRCRAFT DIVISION OFFICER
N5-110	POWER PLANTS BRANCH OFFICER
N5-120	AIR FRAMES BRANCH OFFICER
N5-12C	CORROSION CONTROL BRANCH OFFICER
N5-13A	AVIATOR'S EQUIPMENT BRANCH OFFICER
N5-13B	SAFETY/SURVIVAL EQUIP BRANCH OFF
N5-140	PHASE INSPECTION BRANCH OFFICER
N5-200	AVIONICS DIVISION OFFICER
N5-200A	ASST AVIONICS DIVISION OFFICER
N5-210	P-3 ELECTRONIC BRANCH OFFICER
N5-212	A-3 ELECTRONIC BRANCH OFFICER
N5-215	SPECIAL INSTALLATIONS BRANCH OFFICER
N5-220	ELECTRIC/INSTRUMENTS BRANCH OFFICER
N5-300	LINE DIVISION OFFICER
N5-300A	ASST LINE DIVISION OFFICER



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1. N5 AIRCRAFT MAINTENANCE OFFICER

a. Basic Functions. The Aircraft Maintenance Officer will head the maintenance department and be responsible directly to the Commanding Officer in all matters pertaining to aircraft maintenance. He shall report to the Executive Officer for all administrative matters and keep him informed of direct reports to the Commanding Officer.

b. Duties, Responsibilities and Authority

(1) Perform the duties of department head as outlined in paragraph 16 of the Executive Department.

(2) Perform the basic functions detailed in OPNAVINST 4790.2B.

(3) Maintain a current list of goals and objectives for the Maintenance Department.

(4) Ensure the accountability of all controlled equipment.

c. Organizational Relationships

(1) The Aircraft Maintenance Officer reports to:

(a) The Commanding Officer for all matters pertaining to aircraft maintenance.

(b) Commanding Officer through the Executive Officer, for all non-aircraft maintenance matters.

(2) The following report to the Aircraft Maintenance Officer:

(a) Assistant Maintenance Officer.

(b) Maintenance Material Control Officer.

(c) Quality Assurance/Analysis Officer.

(3) The Aircraft Maintenance Officer maintains close liaison with:

(a) All department heads.

(b) AIMD Officer.

(c) Supply Officer, NAVSTA Rota.

(d) NEASU Coordination Officer, Rota.

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- (e) All executive assistants.
- (f) COMFAIRMED Maintenance Officer.

2. NSA ASSISTANT MAINTENANCE OFFICER

a. Basic Functions. The Assistant Maintenance Officer shall be responsible to the Aircraft Maintenance Officer for the administrative functioning of the Maintenance Department. In the absence of the Aircraft Maintenance Officer he shall assume responsibility for the Maintenance Department.

b. Duties, Responsibilities and Authority

(1) Perform the basic functions detailed in OPNAVINST 4790.2B.

(2) Assist the Aircraft Maintenance Officer in the performance of his duties.

(3) Ensure a viable, aggressive training program is maintained as Maintenance Department Training Officer.

(4) Act as division officer, as outlined in paragraph 17 of the Executive Department, for Maintenance Administration if an officer is not assigned.

c. Organizational Relationships

(1) The Assistant Maintenance Officer reports to the Aircraft Maintenance Officer.

(2) The following report to the Assistant Maintenance Officer:

- (a) Maintenance/Material Control Officer.
- (b) Quality Assurance/Analysis Officer.
- (c) Aircraft Division Officer.
- (d) Avionics Division Officer.
- (e) Line Division Officer.

(3) The Assistant Maintenance Officer maintains close liaison with:

- (a) All assistant department heads.



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- (b) Administrative Services Division Officer.
- (c) Assistant AIMD Officer.
- (d) Assistant NAVSTA Supply Officer.
- (e) First Lieutenant.
- (f) Command Master Chief.

3. N5-040 QUALITY ASSURANCE/ANALYSIS DIVISION OFFICER

a. Basic Functions. The Quality Assurance/Analysis Officer is responsible for the quality of maintenance performed by the Maintenance Department and for maintenance data analysis.

b. Duties, Responsibilities and Authority

- (1) Perform the duties of division officer as outlined in paragraph 17 of the Executive Department.
- (2) Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.
- (3) Conduct an aggressive safety program as the Maintenance Department Safety Officer.

c. Organizational Relationships

- (1) The Quality Assurance/Analysis Officer reports to the Aircraft Maintenance Officer through the Assistant Maintenance Officer.
- (2) The Assistant Quality Assurance/Analysis Officer reports to the Quality Assurance/Analysis Officer.
- (3) The Quality Assurance/Analysis Officer maintains close liaison with:
 - (a) All Maintenance Department division officers.
 - (b) All Maintenance Department branch officers.
 - (c) Maintenance/Material Control Officer.
 - (d) Maintenance Control Officer.
 - (e) Safety Officer.



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- (f) Assigned technical representatives.
- (g) Analysis Division Officer.
- (h) AIMD Quality Assurance Officer.

4. N5-040A ASSISTANT QUALITY ASSURANCE/ANALYSIS DIVISION OFFICER

a. Basic Function. The Assistant Quality Assurance/Analysis Officer shall be familiar with the duties of the Quality Assurance/Analysis Officer and will assume them in his absence.

b. Duties, Responsibilities and Authority

- (1) Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.
- (2) Accomplish division tasks with maximum effectiveness and economy.
- (3) Establish and carry out a suitable training program as directed by the Assistant Department Head and Division Officer. Monitor and coordinate the training of maintenance personnel assigned to the division.
- (4) Assist the Quality Assurance/Analysis Officer with the Maintenance Safety Program.

c. Organizational Relationships

- (1) The Assistant Quality Assurance/Analysis Officer reports to the Quality Assurance/Analysis Officer.
- (2) The Assistant Quality Assurance/Analysis Officer maintains close liaison with:
 - (a) The Data Analyst.
 - (b) Assigned technical representatives.

5. N5-020 MAINTENANCE/MATERIAL CONTROL OFFICER

a. Basic Functions. The Maintenance/Material Control Officer is responsible for the overall productive effort and material/funding support of the Maintenance Department.

b. Duties, Responsibilities and Authority. Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.

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c. Organizational Relationships

(1) The Maintenance/Material Control Officer reports to the Aircraft Maintenance Officer through the Assistant Maintenance Officer.

(2) The following report to the Maintenance/Material Control Officer:

- (a) Maintenance Control Officer.
- (b) Material Control Officer
- (c) Aircraft Division Officer
- (d) Avionics Division Officer
- (e) Line Division Officer

(3) The Maintenance/Material Control Officer maintains close liaison with:

- (a) Quality Assurance/Analysis Officer.
- (b) AIMD Production Officer.
- (c) SUPO Rota Material Division.
- (d) SUPO Rota Aviation Support Division.
- (e) SUPO Rota Control Division.

6. N5-020A MAINTENANCE CONTROL OFFICER

a. Basic Function. The Maintenance Control Officer is responsible to the Maintenance/Material Control Officer for the overall productive effort of the Maintenance Department.

b. Duties, Responsibilities and Authority. Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.

C. Organizational Relationships

(1) The Maintenance Control Officer reports to the Maintenance/Material Control Officer.

(2) The Maintenance Control Officer maintains close liaison with:

- (a) Flight Officer.
- (b) AIMD Production Officer.

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7. N5-050 MATERIAL CONTROL OFFICER

a. Basic Functions. The Material Control Officer is responsible to the Maintenance/Material Control Officer for coordination of the ordering, receipt and delivery of material, control and usage of funds provided for the department.

b. Duties, Responsibilities and Authority

- (1) Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.
- (2) Control the expenditure of funds allotted to the command.
- (3) Manage the IMRL Program.
- (4) Collate and submit OPTAR budget requirements.
- (5) Maintain records for all OPTAR funds.
- (6) Submit required reports to appropriate funding sources and accounting activities.
- (7) Procure all command supplies, equipment and services.

c. Organizational Relationships

- (1) The Material Control Officer reports to the Maintenance/Material Control Officer.
- (2) The Material Control Officer maintains close liaison with:
 - (a) SUPO Rota Material Division.
 - (b) SUPO Rota Aviation Support Division.
 - (c) SUPO Rota Control Division.
 - (d) Maintenance Control Officer.
 - (e) Operations Department Statistics Officer.
 - (f) NAVSTA Rota Comptroller.

8. N5-100 AIRCRAFT DIVISION OFFICER

a. Basic Function. The Aircraft Division Officer is responsible for the administration and production of the Aircraft Division and its subordinate branches.

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b. Duties, Responsibilities and Authority

(1) Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2P.

(2) Supervise professional development of subordinate officers.

(3) Manage the civilian technical representatives assigned to the division and ensure their maximum utilization.

(4) Perform the duties of division officer as outlined in paragraph 17 of the Executive Department.

c. Organizational Relationships

(1) The Aircraft Division Officer reports to:

(a) Assistant Maintenance Officer.

(b) Maintenance/Material Control Officer.

(2) The Assistant Aircraft Division Officer reports to the Aircraft Division Officer.

(3) The Aircraft Division Officer maintains liaison with:

(a) Quality Assurance/Analysis Officer.

(b) Avionics Division Officer.

(c) Line Division Officer.

9. N5-100A ASSISTANT AIRCRAFT DIVISION OFFICER

a. Basic Function. The Assistant Aircraft Division Officer shall be familiar with the duties of the Aircraft Division Officer and will assume them in his absence.

b. Duties, Responsibilities and Authority

(1) Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.

(2) Accomplish the tasks assigned the division with maximum effectiveness and economy.

(3) Establish and carry out a suitable training program as directed by the Assistant Maintenance Officer and Aircraft Division



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Officer. Monitor and coordinate the training of the maintenance personnel assigned to the division.

(4) Assist in managing the civilian technical representatives assigned to the division and ensure their maximum utilization.

c. Organizational Relationships

(1) The Assistant Aircraft Division Officer reports to the Aircraft Division Officer.

(2) The following report to the Assistant Aircraft Division Officer:

- (a) Power Plants Branch Officer.
- (b) Airframes Branch Officer.
- (c) Corrosion Control Branch Officer.
- (d) Aviators Equipment Branch Officer.
- (e) Safety/Survival Branch Officer
- (f) Phase Inspection Branch Officer.

10. N5-110, 120, 12C, 13A, 13B, 140 AIRCRAFT DIVISION BRANCH OFFICERS

a. Basic Functions. The Aircraft Branch Officers (Power Plants, Airframes, Corrosion Control, Aviator's Equipment, Safety/Survival Equipment and Phase Inspection) are responsible to the Aircraft Division Officer for the administrative and production functions of their respective branches.

b. Duties, Responsibilities and Authority. Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.

c. Organizational Relationships

(1) The Aircraft Division Branch Officers report to the Aircraft Division Officer through the Assistant Aircraft Division Officer.

(2) The Aircraft Division Branch Officers maintain close liaison with the Maintenance Control Officer.

11. N5-200 AVIONICS DIVISION OFFICER

a. Basic Function. The Avionics Division Officer is responsible for the administration and production of the Avionics Division and its subordinate branches.



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b. Duties, Responsibilities and Authority

- (1) Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.
- (2) Supervise the professional development of subordinate officers.
- (3) Manage the technical representatives assigned to the division and ensure their maximum utilization.
- (4) Perform the duties of division officer as outlined in paragraph 17 of the Executive Department.

c. Organizational Relationships

- (1) The Avionics Division Officer reports to:
 - (a). Assistant Maintenance Officer.
 - (b) Maintenance/Material Control Officer.
- (2) The Assistant Avionics Division Officer reports to the Avionics Division Officer.
- (3) The Avionics Division Officer maintains close liaison with:
 - (a) Quality Assurance/Analysis Officer.
 - (b) Aircraft Division Officer.
 - (c) Line Division Officer.

12. N5-200A ASSISTANT AVIONICS DIVISION OFFICER

a. Basic Function. The Assistant Avionics Division Officer shall be familiar with the duties of the Avionics Division Officer and will assume them in his absence.

b. Duties, Responsibilities and Authority

- (1) Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.
- (2) Accomplish division tasks with maximum effectiveness and economy.



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(3) Establish and carry out a suitable training program as directed by the Assistant Maintenance Officer and Avionics Division Officer. Monitor and coordinate the training of maintenance personnel assigned to the division.

(4) Assist in managing the civilian technical representatives assigned to the division and ensure their maximum utilization.

c. Organizational Relationships

(1) The Assistant Avionics/Division Officer reports to the Avionics Division Officer.

(2) The following report to the Assistant Avionics Division Officer:

- (a) P-3 Electronics Branch Officer.
- (b) A-3 Electronics Branch Officer.
- (c) Special Installations Branch Officer.
- (d) Electric/Instruments Branch Officer.

13. N5-210, 212, 215, 220 AVIONICS DIVISION BRANCH OFFICERS

a. Basic Functions. The Avionics Division Branch Officers (P-3 Electronics, A-3 Electronics, Special Installations and Electric/Instruments) are responsible to the Avionics Division officer for the administration and production functions of their respective branches.

b. Duties, Responsibilities and Authority

(1) Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.

(2) The Special Installations Branch Officer is responsible for the Intermediate Level functions performed by the Special Installations Branch and also ensures they are coordinated through Maintenance Control.

(3) The Special Installations Branch Officer will ensure the Aircraft Maintenance Officer is fully informed on the status of all special projects.

c. Organizational Relationships

(1) The Avionics Branch Officers report to the Avionics Division Officer through the Assistant Division Officer.

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(2) The Avionics Branch Officers maintain close liaison with:

(a) Maintenance Control Officer.

(b) In addition to the Maintenance Control Officer, the Special Installations Officer will maintain close liaison with the Special Projects Officer.

14. N5-300 LINE DIVISION OFFICER

a. Basic Function. The Line Division Officer is responsible for the administration and production of the Line Division and subordinate branches.

b. Duties, Responsibilities and Authority

(1) Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.

(2) Supervise the professional development of subordinate officers.

(3) Perform the duties of division officer as outlined in paragraph 17 of the Executive Department.

c. Organizational Relationships

(1) The Line Division Officer reports to:

(a) Assistant Maintenance Officer.

(b) Maintenance/Material Control Officer.

(2) The Assistant Line Division Officer reports to the Line Officer.

(3) The Line Division Officer maintains close liaison with:

(a) Quality Assurance/Analysis Officer.

(b) Maintenance Control Officer.

(c) GSE Officer, AIMD.

(d) Aircraft Division Officer.

(e) Avionics Division Officer.



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15. N5-300A ASSISTANT LINE DIVISION OFFICER

a. Basic Function. The Assistant Line Division Officer shall be familiar with the duties of the Line Division Officer and will assume them in his absence.

b. Duties, Responsibilities and Authority

(1) Perform the duties and fulfill the responsibilities detailed in OPNAVINST 4790.2B.

(2) Accomplish division tasks with maximum effectiveness and economy.

(3) Establish and carry out a suitable training program as directed by the Assistant Maintenance Officer and Line Division Officer. Monitor and coordinate the training of the maintenance personnel assigned to the division.

c. Organizational Relationships

(1) The Assistant Line Officer reports to the Line Division Officer.

(2) The Assistant Line Division Officer maintains close liaison with:

(a) Maintenance Control Officer.

(b) GSE Officer, AIMD.



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ELECTRONIC WARFARE DEPARTMENT

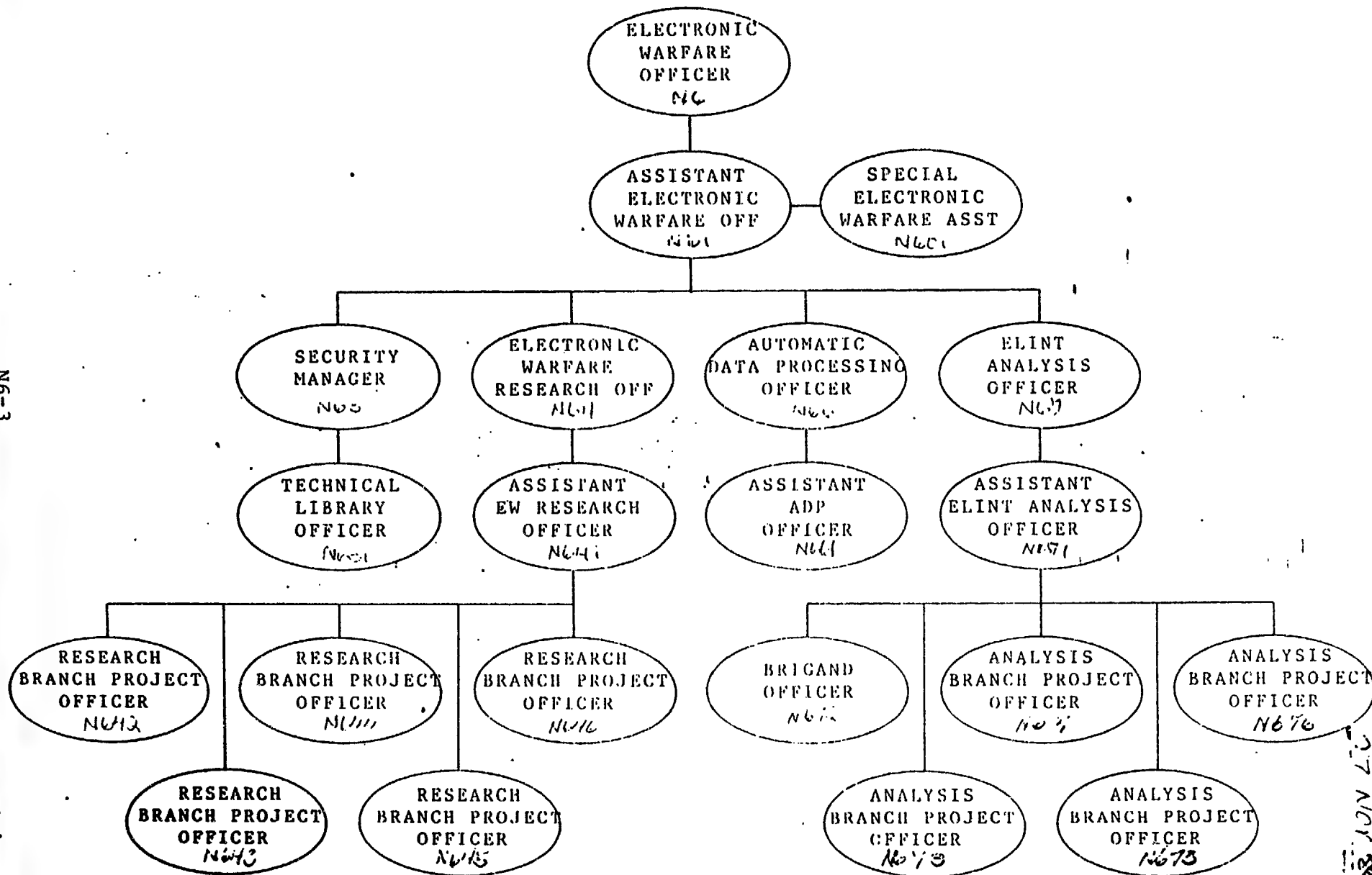
<u>DEPT CODE</u>	<u>BILLET TITLE</u>
N6	ELECTRONIC WARFARE OFFICER
N61	ASSISTANT EW OFFICER
N601	SPECIAL EW ASSISTANT
N63	SECURITY MANAGER
N631	TECHNICAL LIBRARY OFFICER
N64	EW RESEARCH OFFICER
N641	ASST EW RESEARCH OFFICER
N642	RESEARCH BRANCH PROJECT OFFICER
N643	RESEARCH BRANCH PROJECT OFFICER
N644	RESEARCH BRANCH PROJECT OFFICER
N645	RESEARCH BRANCH PROJECT OFFICER
N646	RESEARCH BRANCH PROJECT OFFICER
N66	AUTOMATIC DATA PROCESSING OFF
N661	ASSISTANT ADP OFFICER
N67	ELINT ANALYSIS OFFICER
N671	ASST ELINT ANALYSIS OFFICER
N672	BRIGAND OFFICER
N673	ANALYSIS BRANCH PROJECT OFFICER
N674	ANALYSIS BRANCH PROJECT OFFICER
N675	ANALYSIS BRANCH PROJECT OFFICER
N676	ANALYSIS BRANCH PROJECT OFFICER

N6-1
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Enclosure (1)

N6-3
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ENCLOSURE (2)



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1. N6 ELECTRONIC WARFARE OFFICER

a. Basic Functions. The Electronic Warfare Officer (EWO) is responsible for the organization, administration, effective utilization and combat readiness of the Electronic Warfare Department. He shall maintain an effective liaison with the Operations Department in matters of reconnaissance mission scheduling, evaluator and evaluator-under-instruction deployment scheduling, and maintenance of current operational procedures. Through liaison with the Training Department, he will aid in ensuring a continuous and up-to-date training program for all evaluators.

b. Duties, Responsibilities and Authority

(1) Ensure all post-mission ELINT materials are properly analyzed and subsequently reported to the cognizant agencies and commands in a timely manner.

(2) Establish and maintain standards and quality control for all mission-associated reporting.

(3) Initiate and maintain liaison with all commands and agencies associated with the squadron reconnaissance effort.

(4) Appoint a departmental representative to effect liaison with the Maintenance Department.

(5) Supervise receipt, routing, filing, security preparation and mailing of correspondence up to and including SECRET.

(6) Perform the duties of department head as outlined in paragraph 16 of the Executive Department.

c. Organizational Relationships

(1) The Electronic Warfare Officer reports to:

(a) The Commanding Officer on operational matters.

(b) The Executive Officer for all administrative matters.

(2) The following report to the EWO:

(a) Assistant Electronic Warfare Officer.

(3) The EWO coordinates with:

(a) The Maintenance Officer to ensure proper aircraft configurations to meet mission requirements.

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(b) The Training Officer to ensure adequately trained personnel to meet mission requirements.

(c) The Operations Officer to ensure mission scheduling is in consonance with collection requirements levied by higher authority.

(d) Other department heads as necessary to fulfill his duties as described above.

2. ^{N61}~~N6A~~ ASSISTANT ELECTRONIC WARFARE OFFICER

a. Basic Functions. The Assistant Electronic Warfare Officer shall act as the principal assistant to the Electronic Warfare Officer and will assume his responsibilities in his absence.

b. Duties, Responsibilities and Authority

(1) Assist and advise the Electronic Warfare Officer in all matters pertaining to the intra-departmental administrative functioning.

(2) Maintain liaison with the Operations Department in regard to evaluator deployment, scheduling and crew assignment.

(3) Perform all departmental administrative functions.

(4) Coordinate and ensure execution of a proper electronic warfare training syllabus for evaluators.

c. Organizational Relationships

(1) The Assistant Electronic Warfare Officer (AEWO) reports to the Electronic Warfare Officer.

(2) The following report to the AEWO:

(a) Special Electronic Warfare Assistant.

(b) Security Manager.

(c) Electronic Warfare Research Officer.

(d) Automatic Data Processing Officer.

(e) ELINT Analysis Officer.

(3) The AEWO coordinates with:

(a) The Schedules Officers for matters regarding evaluator and lab operator deployment.



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(b) The Flight Officer for matters pertaining to crew assignment of evaluators and lab operators.

(c) The EA-3B and EP-3E Training Officers to ensure adequately trained evaluators to meet mission requirements.

^{N601}
3. ~~N601~~ SPECIAL ELECTRONIC WARFARE ASSISTANT

a. Basic Functions. The Special Electronic Warfare (EW) Assistant will be responsible for special organizational and administrative programs.

b. Duties, Responsibilities and Authority

(1) Act as representative for the Electronic Warfare Officer in training and operational requirements for evaluators.

(2) Maintain quality control of all mission products.

c. Organizational Relationship. The Special EW Assistant reports to the Electronic Warfare Officer through the Assistant Electronic Warfare Officer.

^{N63}
4. ~~N61~~ SECURITY MANAGER

a. Basic Functions. The Security Manager is responsible to the Commanding Officer for all matters concerning security of classified information. Designated in writing, he will have sufficient staff assistance and authority to carry out an effective Information Security Program. Specific security tasks may be assigned to other officers, as appropriate, but the Security Manager remains responsible for coordinating all aspects of the Information Security Program to ensure proper classification, management, personnel security, information systems security, physical measures for protecting classified material and security education and training.

b. Duties, Responsibilities and Authority

(1) Serve as the Commanding Officer's advisor and direct representative in matters pertaining to security of classified information.

(2) Develop written command security procedures including a unit emergency plan. Emergency destruction bills are integrated with the unit emergency plan.

(3) Supervise accounting and control of classified material including receipt, distribution, inventory, reproduction and disposition procedures.



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(4) Ensure personnel who handle classified information are appropriately cleared and requests for personnel security investigations are properly prepared, submitted and monitored.

(5) Ensure each clearance status and unit access granted is recorded and accessible for verification.

(6) Administer the command classification management requirements by maintaining a program for the proper classification, declassification and downgrading of classified information.

(7) Coordinate the preparation of classification guides and development of advance security planning within the unit.

(8) Formulate and coordinate security control and storage measures for protection of classified material.

(9) Ensure security control over visits to and from the command.

(10) Formulate and coordinate the security classification, education and training programs.

(11) Prepare recommendations for release of classified information to foreign governments.

(12) Ensure security violations and compromises are reported, recorded and, when necessary, investigated vigorously.

(13) Maintain liaison with the command's Public Affairs Officer to ensure proposed press releases which could possibly contain classified information are reviewed.

c. Organizational Relationships

(1) The Security Manager reports to:

(a) The Commanding Officer for security matters.

(b) The Electronic Warfare Officer through the Assistant Electronic Warfare Officer for matters of accountability and routine administration.

(2) The Technical Library Officer reports to him.

(3) He coordinates with:

(a) Special Security Officer (SSO).

(b) Top Secret Control Officer (TSCO).

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5. ~~N611~~ TECHNICAL LIBRARY OFFICER

a. Basic Functions. The Technical Library Officer is responsible for maintaining, cataloging and the control of the Technical Electronic Warfare Intelligence and Naval Warfare Publications for the command. He shall also be familiar with the duties and responsibilities of the Security Manager and will assume them in his absence.

b. Duties, Responsibilities and Authority

(1) Order new publications as deemed necessary, or requested by others, to keep the intelligence library abreast of most current information available.

(2) Disseminate a listing of new publications available to squadron personnel.

(3) Periodically inventory classified documents as required by pertinent squadron instructions.

(4) Control the operations of the Naval Warfare Publications Library (NWPL) including receipt, safeguarding, accounting for, and the distribution of Naval Warfare Publications within the command, and transfer of publications outside of the command.

(5) Ensure that the authorized Naval Warfare Publications allowance is on board and available for issue.

(6) Ensure that appropriate action is initiated in the event of loss or compromise of a classified publication or parts thereof.

(7) Sign all memorandum records and receipts for publications.

(8) Ensure changes or corrections to all Naval Warfare Publications are entered as soon as possible after receipt.

(9) Ensure classified Naval Warfare Publications are page-checked upon receipt and after entry of a change, and that secret Naval Warfare Publications are page-checked upon change to any publication.

(10) Instruct personnel to whom naval publications are issued on the security and stowage requirements involved.

(11) Maintain records and files as required by NWP 0.

(12) Bring new publications and corrections to existing publications to the attention of the Commanding Officer, Executive Officer and other personnel who may need to know.

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(13) Maintain a destruction bill for classified publications under his cognizance, and arrange for destruction of such publications as authorized or directed.

(14) Ensure communications publications in the NWPL are inspected at least once every six months and the entire NWPL is inspected at least once annually. An informal report will be submitted to the Commanding Officer.

(15) Carry out periodic destruction of superceded publications in accordance with current instructions.

c. Organizational Relationship. The Technical Library Officer reports to the Security Manager.

6. ^{N64}~~N62~~ ELECTRONIC WARFARE RESEARCH OFFICER

a. Basic Functions. The Electronic Warfare Research Officer shall be responsible for the timely and efficient research into all matters relating to the data required by the squadron to effectively perform its mission. He is responsible for the organization and administration of an effective research program, including maintenance of up-to-date EW taskings and appropriate EW mission-related files, indexes, and briefs.

b. Duties, Responsibilities and Authority

(1) Remain thoroughly familiar with current directives and instructions governing electronic warfare reporting. This includes familiarization with all states of mission analysis and processing, reporting formats, dates of submission and deadlines for publications.

(2) Ensure all personnel assigned to the EW Research Division receive proper and complete training.

(3) Maintain up-to-date files of all outgoing and incoming material which may have a direct effect on the EW Research Division.

(4) Prepare and maintain:

(a) Orders of Battle and technical and tactical operations intelligence required to support squadron involvement in allied exercises.

(b) Orders of Battle and technical and tactical operations intelligence required to support squadron involvement in reconnaissance operations against tactical air activities in targeted countries.

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(c) Orders of Battle and technical and tactical operations intelligence required to support squadron involvement in reconnaissance operations against air defense systems in targeted countries.

(d) ELINT data base, compiled from all sources and selectable by multiple requirements. Data must be readily available to all concerned for timely support.

(5) Provide widest possible dissemination of accurate and timely EW intelligence through a continuous research program.

(6) Perform the duties of division officer as outlined in paragraph 17 of the Executive Department.

c. Organizational Relationships

(1) The EW Research Officer reports to the Electronic Warfare Officer through the Assistant Electronic Warfare Officer.

(2) The Assistant EW Research Officer reports to the EW Research Officer.

(3) He coordinates with:

(a) ELINT Analysis Officer.

(b) ADP Officer.

(c) Technical Library Officer.

(d) Intelligence Officer.

(e) FOSIF Rota to ensure completeness and accuracy of data.

7. ^{N641}~~N62A~~ ASSISTANT EW RESEARCH OFFICER

a. Basic Function. The Assistant EW Research Officer shall be familiar with the duties of the EW Research Officer and will assume them in his absence.

b. Duties, Responsibilities and Authority

(1) Ensure the current emitter tasking and HULTEC data bases are maintained.

(2) Assist in writing all squadron reports requiring an EW intelligence input.



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(3) Provide Special Intelligence (SI) research assistance when required.

(4) Act as action officer for technical aspects of EW intelligence collection.

c. Organizational Relationships

(1) The Assistant EW Research Officer reports to the EW Research Officer.

(2) The EW Research Branch Project Officers report to him.

(3) He coordinates with:

(a) ELINT Analysis Branch Project Officers.

(b) Assistant ADP Officer.

(c) Technical Library Officer.

(d) Intelligence Department.

(e) Other organizations to ensure completeness and accuracy of data.

N642-N646

8. ~~N621-N625~~ RESEARCH BRANCH PROJECT OFFICERS

a. Basic Function. The Research Branch Project Officers shall be familiar with the duties and responsibilities of the Assistant EW Research Officer and will assume them in his absence.

b. Duties, Responsibilities and Authority

(1) Research SIGINT information concerning naval, TACAIR, and ELINT operations in the VQ-2 operating theater and maintain timely, accurate, and concise data files and briefs.

(2) Be familiar with the Electronic Warfare aspects of allied exercises and prepare briefs and evaluator aids as necessary for scheduled exercise participation.

(3) Provide assistance in the preparation of SI and other periodic reports generated in both the EW Department and other departments as required by the EW Officer through the EW Research Officer.

(4) Monitor mission products and provide report originators with collection guidance requirements satisfied through squadron operations.

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(5) Maintain up-to-date NOB, AOB, and EOB descriptions for each country in the Country Book Library.

(6) Maintain current emitter tasking for all targeted countries, including an up-to-date HULTEC Data Base.

c. Organizational Relationship. The Research Branch Project Officers report to the EW Research Officer through the Assistant EW Research Officer.

9. ^{N66}~~N63~~ AUTOMATIC DATA PROCESSING OFFICER

a. Basic Functions. The Automatic Data Processing (ADP) Officer is responsible for ensuring computer programs adequately satisfy reporting requirements and efficient data handling procedures are maintained. The ADP Officer is also responsible to the Security Manager for the security of all data processed by the division.

b. Duties, Responsibilities and Authority

(1) Study, evaluate, and directly implement computer programs which fall within existing man/machine capabilities.

(2) Coordinate with all other departments on matters relating to more efficient use of existing assets in data processing for secondary employment of the computer.

(3) Be responsible for the training of ADP personnel in machine operating procedures and for providing instruction to all departments receiving ADP services on effective source-data-handling techniques.

(4) Maintain effective liaison with appropriate representatives to ensure existing schedules for machine maintenance and preventive maintenance are adequate.

(5) Ensure proper security measures are utilized including proper storage and destruction of classified programs, cards and listings.

(6) Submit reports on VAX equipment as required in accordance with current directives.

c. Organizational Relationships

(1) The ADP Officer reports to the Electronic Warfare Officer through the Assistant Electronic Warfare Officer.

(2) The Assistant ADP Officer reports to the ADP Officer.



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(3) He coordinates with:

(a) Other EW Department division officers to ensure mission products are accurate, timely and computer time is utilized in an efficient manner.

(b) Other departments, on computer requirements and use.

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10. ~~551A~~ ASSISTANT ADP OFFICER

a. Basic Functions. The Assistant ADP Officer provides continuity of supervision within the ADP Division and assists the ADP Officer in the performance of his duties. Additionally, he has the primary responsibility for the development and administration of an active program to ensure an adequate degree of security for ADP systems used to process classified information. The security program includes software and hardware features as well as administrative, physical and personnel security control instituted to provide an adequate degree of security for an ADP system.

b. Duties, Responsibilities and Authority

(1) Supervise the creation and modification of programs and the update of files.

(2) Supervise the training program for all ADP personnel.

(3) Assist the ADP Officer in maintaining personnel records and processing administrative correspondence.

(4) Issue instructions which fully explain the security requirements and operating procedures of each ADP system approved for the handling of classified information as per OPNAVINST 5510.131 (series).

(5) Ensure proper clearance and indoctrination with respect to applicable security requirements and responsibilities of all personnel who install, operate, maintain, or use ADP systems approved for the handling of classified material.

(6) Maintain documentation on operating systems and all modification thereto for a period of time sufficient to enable tracing of security-related defects to their point of origin or inclusion in the system.

(7) Supervise, monitor, and test all changes in an ADP system that have been approved for the handling of classified information which could affect the system security features.

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(8) Establish procedures to discover, recover, handle, and dispose of classified material that may be improperly disclosed through system malfunction or personnel action.

(9) Ensure proper disposition and correction of security deficiencies of ADP systems approved for the handling of classified information.

(10) Ensure appropriate review and disposition of system housekeeping or audit records, records of security violations or security-related system malfunctions, and records or tests of the security features of the ADP system.

c. Organizational Relationships

(1) The Assistant ADP Officer reports to the ADP Officer.

(2) He coordinates with the Security Manager on security matters.

11. ^{N67} ~~1067~~ ELINT ANALYSIS OFFICER

a. Basic Function. The ELINT Analysis Officer is responsible for the technical analysis and processing of all incoming ELINT magnetic tapes, scope photography and mission logs.

b. Duties, Responsibilities and Authority

(1) Ensure mission MIREs are properly and expeditiously processed and the information disseminated.

(2) Maintain an up-to-date status board reflecting every mission to be processed.

(3) Provide special and pre-deployment briefs to evaluators and aircrews.

(4) Maintain a file containing all EUDAC Ferret Objectives.

(5) Prepare and ensure correctness of all MIREs in accordance with current directives and instructions governing submission times, format and data required.

(6) Ensure the technical correctness of all EW reports generated by the squadron, to include but not limited to:

(a) ELINT input to the Intelligence Department for monthly SIGINT highlights.

(b) Electrical Report, Operational (ELO).

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(c) Annual Operational Summary.

(d) Special Reports.

(7) Organize the training of assigned personnel so as to encompass equipment, procedures and techniques involved in ELINT analysis.

(8) Ensure up-to-date technical publications are available for the ELINT analysis process.

(9) Ensure proper and periodic calibrations are made to the analysis equipment.

(10) Ensure required preventive and routine maintenance is performed on all analysis equipment.

(11) Ensure an adequate supply of mission logs, magnetic tape and other special materials are made available to deploying aircrews.

(12) Brief and debrief all mission crews concerning the quality of incoming mission tapes and logs.

(13) Ensure effective liaison is maintained with all pertinent commands and/or agencies which are recipients of squadron mission materials.

(14) Provide periodic briefs to disseminate technical ELINT information to squadron evaluators and operators.

(15) Establish and administer an effective training/orientation program for squadron aircrews (EWAC, evaluator, EWOP, BRIGAND, Biglook, and in-flight tech) in matters relating to ELINT analysis.

(16) Perform the duties of division officer as outlined in paragraph 17 of the Executive Department.

c. Organizational Relationships

(1) The ELINT Analysis Officer reports to the Electronic Warfare Officer through the Assistant Electronic Warfare Officer.

(2) The Assistant Elint Analysis Officer reports to the ELINT Analysis Officer.

(3) He coordinates with other division officers within the department so as to enhance ELINT collection, analysis and reporting.

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N671

12. ~~N671~~ ASSISTANT ELINT ANALYSIS OFFICER

a. Basic Function. The Assistant ELINT Analysis Officer shall act as the principal assistant to the ELINT Analysis Officer. He shall be thoroughly familiar with the duties and responsibilities of the ELINT Analysis Officer and will assume them in his absence.

b. Duties, Responsibilities and Authority

(1) Establish specific collection methods to be utilized for new or high interest signals or for special ELINT collection opportunities not covered by other techniques.

(2) Ensure proper briefing of aircrews on new, special or specific practices to be followed when collecting intelligence against target emitters.

(3) Debrief squadron aircrews concerning quality of mission ELINT collected.

c. Organizational Relationships

(1) The Assistant ELINT Analysis Officer reports to the ELINT Analysis Officer. -.

(2) The following report to him:

(a) BRIGAND Officer.

(b) Analysis Branch Project Officers.

(3) He coordinates with:

(a) EW Research Branch Project Officers.

(b) Special Projects Officer.

(c) The Intelligence Department on matters concerning specific ELINT tasking.

N672

13. ~~N672~~ BRIGAND OFFICER

a. Basic Function. The BRIGAND Officer is responsible for the organization, administration, and effectiveness of the BRIGAND branch of the Analysis Division. He will be responsible for analyzing, filing and disseminating all intelligence acquired through the utilization of BRIGAND techniques.



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b. Duties, Responsibilities and Authority

(1) Ensure all BRIGAND-associated mission materials including cameras, film, and BRIGAND photo books are properly maintained and issued to deploying aircrews.

(2) Maintain a BRIGAND site photo library to be utilized for inflight BRIGAND site evaluation, post-mission analysis and BRIGAND training.

(3) Provide training in the operation of BRIGAND equipment and post mission/inflight BRIGAND analysis for BRIGAND operators and mission evaluators.

(4) Ensure maximum continued exploitation of BRIGAND techniques by remaining abreast of BRIGAND maintenance problems, current state of electronic art and any ideas or circumstances that may enhance exploitation of BRIGAND techniques for useful intelligence gain..

(5) Brief and debrief all mission aircrews on BRIGAND-associated intelligence, equipment operation and specific tasking.

c. Organizational Relationships

(1) The BRIGAND Division Officer reports to the ELINT Analysis Officer through the Assistant ELINT Analysis Officer.

(2) BRIGAND operators report to him.

(3) He coordinates with:

(a) The ELINT Analysis Officer for coordination and verification of BRIGAND data.

(b) The EW Research Officer for reporting of BRIGAND analysis in various command reports.

(c) The Special EW Assistant on matters relating to maintenance or aircraft configuration relative to BRIGAND.

14. N673-N676
~~N643-N645~~ ANALYSIS BRANCH PROJECT OFFICERS

a. Basic Function. The Analysis Branch Project Officers shall be familiar with the duties and responsibilities of the Assistant ELINT Analysis Officer and will assume them in his absence.



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b. Duties, Responsibilities and Authority

- (1) Keep informed as to the existence, organization and location of all ELTs, ELOs and special ELINT tasking.
- (2) Generate specific collection requirements applicable to VQ-2 capabilities.
- (3) Assist in the preparation of ELTs.
- (4) Review and evaluate pertinent ELINT reports from various intelligence centers and agencies.
- (5) Ensure quality control in all ELINT collection techniques through crew briefs/debriefs.
- (6) Supervise the training of assigned personnel.

c. Organizational Relationship. The Analysis Branch Project Officers report to the ELINT Analysis Officer through the Assistant ELINT Analysis Officer.



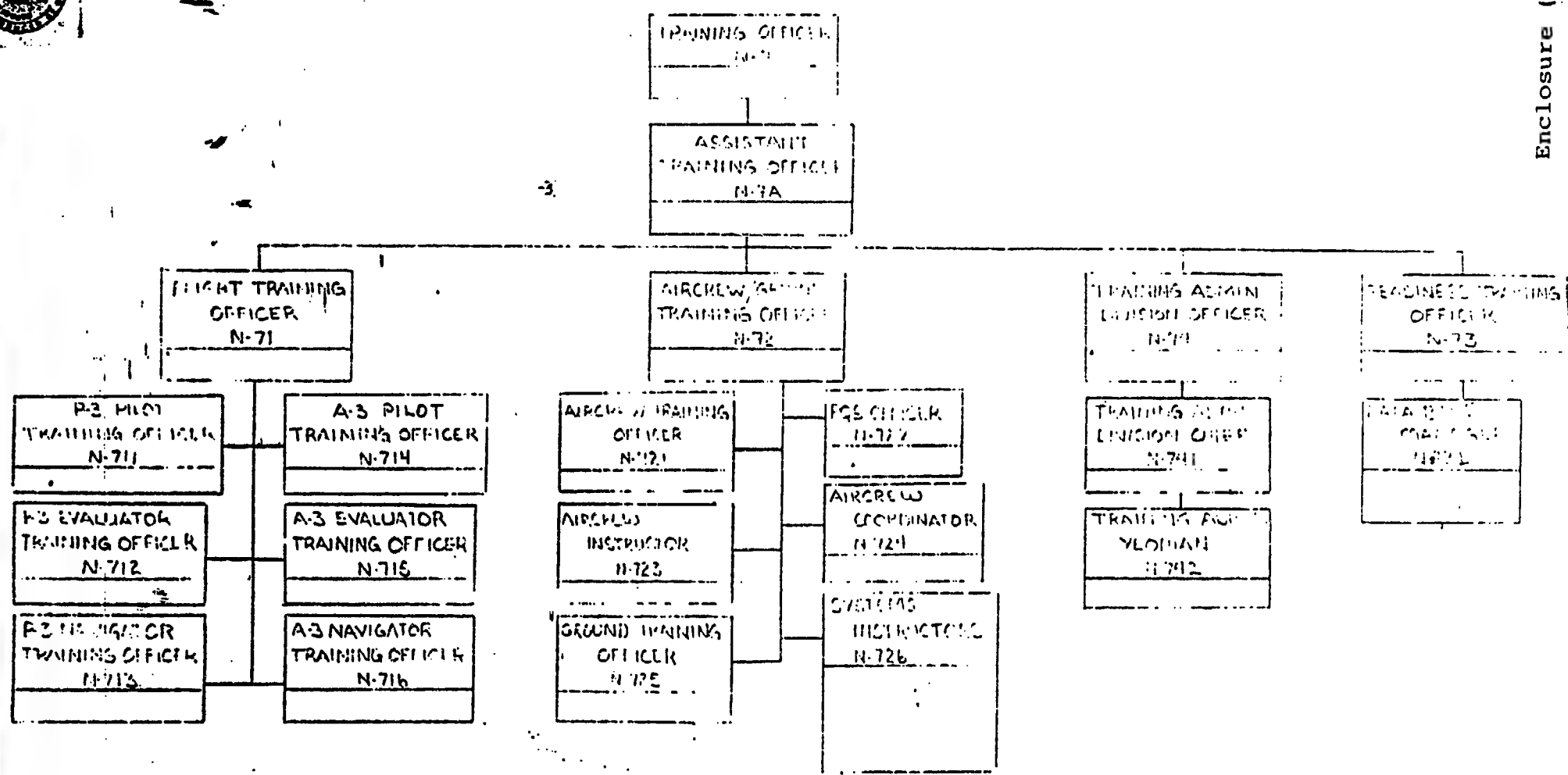
2-21NST 5400-1K
30 SEP 1935

TRAINING DEPARTMENT

<u>DEPT CODE</u>	<u>BILLET TITLE</u>
N7	TRAINING OFFICER
N7A	ASSISTANT TRAINING OFFICER
N71	FLIGHT TRAINING OFFICER
N711	P-3 PILOT TRAINING OFFICER
N712	P-3 EVALUATOR TRAINING OFFICER
N713	P-3 NAVIGATOR TRAINING OFFICER
N714	A-3 PILOT TRAINING OFFICER
N715	A-3 EVALUATOR TRAINING OFFICER
N716	A-3 NAVIGATOR TRAINING OFFICER
N72	AIRCREW/GROUND TRAINING OFFICER
N721	AIRCREW TRAINING OFFICER
N722	PQS OFFICER
N723	AIRCREW INSTRUCTOR
N724	AIRCREW COORDINATOR
N725	GROUND TRAINING OFFICER
N726	SYSTEMS INSTRUCTOR
N73	READINESS TRAINING OFFICER
N731	DATA BASE MANAGER
N74	TRAINING ADMIN DIVISION OFFICER
N741	TRAINING ADMIN DIVISION CHIEF
N742	TRAINING ADMIN YEOMAN

N7-1
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Enclosure (2)





VO-2INST 5400, 1K CH-2

30 SEP 1995

Insert to page N7-12 under N721 Duties, responsibilities and Authority.

(5) Prepare, review and submit monthly training plan and detachment training objectives to appropriate department authority.

(6) Coordinate all required school quotas.

(7) Initiate designation letters and appropriate NEC Forms for Officer/Aircrew qualifications.

Enclosure (4)



VQ-2INST 5400.1K CH-2
30 SEP 1985

19. N74 TRAINING ADMINISTRATIVE DIVISION OFFICER

a. Basic Function. Responsible for administrative functions of Training Department.

b. Duties, Responsibilities and Authority.

(1) Perform duties of division officer as outlined in paragraph 17 of Executive Department.

(2) Supervise preparation of correspondence, maintenance of files, and ensure the proper material condition and maintenance of department facilities and equipment.

(3) Supervise professional training and education of all enlisted personnel assigned to department.

(4) Maintain liaison with Administrative Officer concerning department manpower needs, personnel service records, maximum participation in all enlisted advancement exams and all other areas of mutual interest.

(5) Evaluate performance of Training Admin Division Chief and review all enlisted evaluations written on department personnel.

c. Organizational Relationship. Reports to Assistant Training Officer. Duties will frequently be assigned to Assistant Training Officer and as such will report directly to the Training Officer.

Enclosure (5)

30 SEP 1935

20. N741 TRAINING ADMINISTRATIVE DIVISION CHIEF

a. Basic Function. Assist Training Admin Division Officer in performance of his duties and assume them in his absence.

b. Duties, Responsibilities and Authority.

(1) Plan, organize and control operation of daily departmental administrative matters.

(2) Prepare, review and submit externally required monthly recall rosters (i.e. Medical, Dental).

(3) Evaluate the performance of department enlisted personnel.

(4) Assume responsibilities of Training Administrative Division Officer when Division Officer not present.

c. Organizational Relationships. Reports to Assistant Training Officer through Training Administrative Officer.

21. N742 TRAINING ADMINISTRATIVE YEOMAN

a. Basic Functions. Responsible for all typing, filing and general officer responsibilities required by Training Department.

b. Duties, Responsibilities and Authority.


(1) Type and route all required correspondence, designation letters, messages and other departmental paperwork.

(2) Coordinate, prepare and maintain departmental organization book, bills and permanent directives.

(3) Administer records and file disposal system.

(4) Maintain responsibility for quality control of all production.

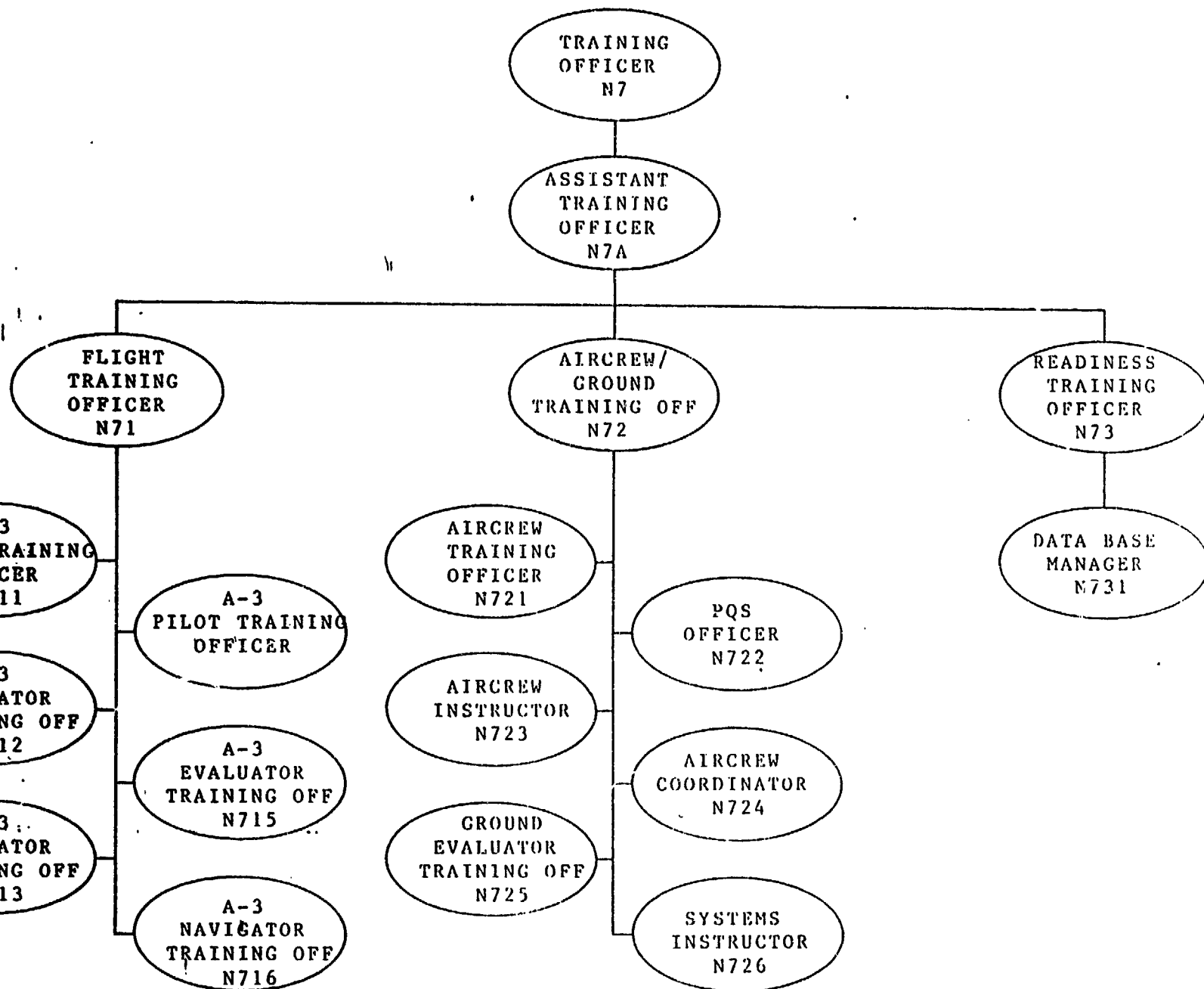
(5) Ensure incoming personnel are assigned quotas for required courses and appraised of training requirements in their speciality area.



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(6) Supervise procurement, storage, accounting, preservation and allocation of office materials and equipment for department.

c. Organizational relationships. Reports to Training Administrative Division Chief.



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N7-3 (REVERSE PLATE)

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1. N7 TRAINING OFFICER

a. Basic Functions. The Training Officer is the representative of the Commanding Officer in all matters pertaining to training in the squadron. He is responsible for the training of all officers and aircrew, management and implementation of the PQS system, and procurement of all necessary school quotas.

b. Duties, Responsibilities and Authority

(1) Ensure the existence and validity of all formal courses of instruction and programs necessary to qualify aircrew personnel for designation within established time limits.

(2) Serve as the Training Representative to the Planning Board.

(3) Maintain all officer and aircrew training records.

(4) Perform the duties of department head as outlined in paragraph 16 of the Executive Department.

c. Organizational Relationships

(1) The Training Officer reports to the Commanding Officer through the Executive Officer.

(2) The Assistant Training Officer reports to the Training Officer.

(3) The Training Officer coordinates with all other department heads.

2. N7A ASSISTANT TRAINING OFFICER

a. Basic Functions. The Assistant Training Officer shall act as the principal assistant to the Training Officer and will assume the Training Officer's duties and responsibilities in his absence..

b. Duties, Responsibilities and Authority

(1) Assist the Training Officer in the coordination and administration of departmental operations:

(2) Supervise the administration and operation of all major and minor training devices within the command, and ensure submission of applicable status reports and recommendations.

(3) Maintain liaison with Special Projects to ensure training is provided for new equipment installations.

(4) Act as primary training liaison with appropriate staffs, shore activities, and officers of fleet aviation units.





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(5) Perform the duties of Division Officer for the Training Department as outlined in paragraph 17 of the Executive Department.

c. Organizational Relationships

(1) The Assistant Training Officer reports to the Training Officer.

(2) The following report to him:

(a) Flight Training Officer.

(b) Aircrew/Ground Training Officer.

(c) Readiness Training Officer.

3. N71 FLIGHT TRAINING OFFICER

a. Basic Function. The Flight Training Officer shall oversee all training efforts leading to any officer flight designation.

b. Duties, Responsibilities, and Authority

(1) Administer and maintain the various formal courses of instruction for officer electronic warfare qualifications.

(2) Supervise the teaching of these courses and evaluate the lectures for presentation and content.

(3) Supervise the writing, maintenance and revision of all lesson plans used in the officer electronic warfare training syllabi.

(4) Oversee the various branches of the Flight Training Division.

c. Organizational Relationships

(1) The Flight Training Officer reports to the Training Officer through the Assistant Training Officer.

(2) The Flight Training branch officers report to the Flight Training Officer.

(3) He coordinates with the Flight Officer.

4. N711 P-3 PILOT TRAINING OFFICER

a. Basic Function. The P-3 Pilot Training Officer shall manage all P-3 Pilot training through EWAC designation.

b. Duties, Responsibilities, and Authority

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(1) Establish, maintain and administer a P-3 pilot training syllabus utilizing NATOPS, PQS, and such criteria as are available, and make recommendations to the Flight Training Officer concerning individual flight and ground training priorities.

(2) Chart the training progress and qualification attainment of all P-3 pilots and provide monthly inputs to the Ground Training Officer via the Flight Training Officer showing training/qualification requirements during the subsequent month for inclusion in the monthly training plan.

(3) Ensure P-3 pilot NATOPS training/qualification jackets are properly maintained and appropriate action is initiated when deficiencies exist.

(4) Update P-3 pilot PQS and qualifier lists as necessary.

c. Organizational Relationships

(1) The P-3 Pilot Training Officer reports to the Flight Training Officer.

(2) The P-3 Pilot Training Officer coordinates with all P-3 pilots and the P-3 Pilot NATOPS Evaluator.

5. N712 P-3 EVALUATOR TRAINING OFFICER

a. Basic Function. The P-3 Evaluator Training Officer shall manage all EP-3E Evaluator training through SEVAL designation.

b. Duties, Responsibilities, and Authority

(1) Establish, maintain and administer an EP-3E evaluator training syllabus utilizing NATOPS, PQS and such criteria as are available, and make recommendations to the Flight Training Officer concerning individual flight and ground training priorities.

(2) Chart the training progress and qualification attainment of all EP-3E evaluators and provide monthly inputs to the Ground Training Officer via the Flight Training Officer showing training/qualification requirements during the subsequent month for inclusion in the monthly training plan.

(3) Ensure EP-3E evaluator training/qualification jackets are properly maintained and appropriate action is initiated when deficiencies exist.

(4) Update EP-3E evaluator PQS and qualifier lists as necessary.



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c. Organizational Relationships

(1) The EP-3E Evaluator Training Officer reports to the Flight Training Officer.

(2) The EP-3E Evaluator Training Officer coordinates with all EP-3E evaluators and the EP-3E Evaluator NATOPS Evaluator.

6. N713 P-3 NAVIGATOR TRAINING OFFICER

a. Basic Function. The P-3 Navigator Training Officer will manage all P-3 navigator training through EWAN designation.

b. Duties, Responsibilities, and Authority

(1) Establish, maintain, and administer a P-3 navigator training syllabus utilizing NATOPS, PQS, and such criteria as are available, and make recommendations to the Flight Training Officer concerning individual flight and ground training priorities.

(2) Chart the training progress and qualification attainment of all P-3 navigators and provide monthly inputs to the Ground Training Officer via the Flight Training Officer showing training/qualification requirements during the subsequent month for inclusion in the monthly training plan.

(3) Ensure P-3 navigator NATOPS training/qualification jackets are properly maintained and appropriate action is initiated when deficiencies exist.

(4) Update P-3 navigator PQS and qualifier lists as necessary.

c. Organizational Relationships

(1) The P-3 Navigator Training Officer reports to the Flight Training Officer.

(2) The P-3 Navigator Training Officer coordinates with all P-3 navigators and the P-3 Navigator NATOPS Evaluator.

7. N714 A-3 PILOT TRAINING OFFICER

a. Basic Function. The A-3 Pilot Training Officer shall manage all A-3 Pilot training through EWAC designation.

b. Duties, Responsibilities, and Authority

(1) Establish, maintain and administer an A-3 pilot training syllabus utilizing NATOPS, PQS, and such criteria as are available, and make recommendations to the Flight Training Officer concerning individual flight and ground training priorities.

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(2) Chart the training progress and qualification of A-3 pilots and provide monthly inputs to the Ground Training Officer via the Flight Training Officer showing training/qualification requirements during the subsequent month for inclusion in the monthly training plan.

(3) Ensure A-3 pilot training/qualification jackets are properly maintained and appropriate action is initiated when deficiencies exist.

(4) Update A-3 pilot PQS and qualifier lists as necessary.

c. Organizational Relationships

(1) The A-3 Pilot Training Officer reports to the Flight Training Officer.

(2) The A-3 Pilot Training Officer coordinates with all A-3 pilots and the A-3 Pilot NATOPS Evaluator.

8. N715 A-3 EVALUATOR TRAINING OFFICER

a. Basic Function. The A-3 Evaluator Training Officer shall manage all A-3 evaluator training through SEVAL designation.

b. Duties, Responsibilities, and Authority

(1) Establish, maintain and administer an A-3 evaluator training syllabus utilizing NATOPS, PQS, and such criteria as are available, and make recommendations to the Flight Training Officer concerning individual flight and ground training priorities.

(2) Chart the training progress and qualification attainment of all A-3 evaluators and provide monthly inputs to the Ground Training Officer, via the Flight Training Officer showing training/qualification requirements during the subsequent month for inclusion in the monthly training plan.

(3) Ensure A-3 evaluator NATOPS training/qualification jackets are properly maintained and appropriate action is initiated when deficiencies exist.

(4) Update A-3 evaluator PQS and qualifier lists as necessary.

c. Organizational Relationships

(1) The A-3 Evaluator Training Officer reports to the Flight Training Officer.

(2) The A-3 Evaluator Training Officer coordinates with all A-3 evaluators and the A-3 Evaluator NATOPS Evaluator.



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9. N716 A-3 NAVIGATOR TRAINING OFFICER

a. Basic Function. The A-3 Navigator Training Officer shall manage all A-3 navigator training through EWAN designation and manage/administer instrument ground training.

b. Duties, Responsibilities and Authority

(1) Establish, maintain and administer an A-3 navigator training syllabus utilizing NATOPS, PQS, and such criteria as are available, and make recommendations to the Flight Training Officer concerning individual flight and ground training priorities.

(2) Chart the training progress and qualification attainment of all A-3 navigators and provide monthly inputs to the Ground Training Officer via the Flight Training Officer, showing training/qualification requirements during the subsequent month for inclusion in the monthly training plan.

(3) Ensure A-3 navigator training/qualification jackets are properly maintained and appropriate action is initiated when deficiencies exist.

(4) Update A-3 navigator PQS and qualifier lists as necessary.

(5) Perform the duties of Squadron Instrument Training Officer including:

(a) Coordinate with Naval Station Base Operations in the scheduling of aircrew for instrument ground school and identify those aircrew who are not available for ground school and require completion of the squadron instrument test.

(b) Ensure instrument qualification completion forms are maintained in the appropriate training/qualification jackets and appropriate action is initiated when deficiencies exist.

(c) Coordinate with the Flight Training Officer concerning instrument flight training for aircrew requiring annual check flights.

c. Organizational Relationships

(1) The A-3 Navigator Training Officer reports to the Flight Training Officer.

(2) The A-3 Navigator Training Officer coordinates with all A-3 navigators and the A-3 Navigator NATOPS Evaluator.

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10. N72 AIRCREW/GROUND TRAINING OFFICER

a. Basic Function. The Aircrew/Ground Training Officer shall oversee all training efforts leading to any enlisted aircrew designation.

b. Duties, Responsibilities, and Authority

(1) Administer and maintain the various formal courses of instruction for enlisted aircrew qualifications.

(2) Supervise the teaching of these courses, and evaluate the lectures for presentation and content.

(3) Supervise the writing, maintenance and revision of all lesson plans used in enlisted aircrew training syllabuses.

(4) Ensure the PQS program is administered in accordance with applicable directives.

(5) Ensure quotas are obtained as required for formal training external to the squadron.

c. Organizational Relationships

(1) The Aircrew/Ground Training Officer reports to the Training Officer through the Assistant Training Officer.

(2) The Aircrew/Ground Training branch officers report to the Aircrew/Ground Training Officer.

11. N721 AIRCREW TRAINING OFFICER

a. Basic Function. The Aircrew Training Officer shall manage all enlisted aircrew training through the appropriate designation.

b. Duties, Responsibilities, and Authority

(1) Establish, maintain, and administer an aircrew training syllabus for each enlisted aircrew position utilizing NATOPS, PQS, and such criteria as are available, and make recommendations to the Aircrew/Ground Training Officer concerning individual flight and ground training priorities.

(2) Chart the training progress and qualification attainment of all enlisted aircrew members and provide monthly inputs to the Ground Training Officer via the Aircrew/Ground Training Officer showing training/qualification requirements during the subsequent month for inclusion in the monthly training plan.



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(3) Ensure enlisted aircrew NATOPS training/qualification jackets are properly maintained and appropriate action is initiated when deficiencies exist.

(4) Update enlisted aircrew PQS systems and qualifier lists as necessary.

see other.
c. Organizational Relationships

(1) The Aircrew Training Officer reports to the Aircrew/Ground Training Officer.

(2) The Aircrew Training Officer coordinates with all aircrewmembers, trainees and Aircrew NATOPS Evaluators.

12. N722 PERSONNEL QUALIFICATION STANDARDS OFFICER

a. Basic Functions. The Personnel Qualification Standards (PQS) Officer shall ensure that an adequate supply of PQS materials is on hand, manage the development and submission of new or updated PQS programs, and assist the Aircrew Training Officer as necessary.

b. Duties, Responsibilities, and Authority

(1) Maintain an adequate supply of PQS support materials.

(2) Maintain liaison with PQS supervisors and provide assistance and supervision/coordination in the preparation and submission of new and revised PQS criteria.

(3) Publish the PQS qualifier list.

c. Organizational Relationships

(1) The PQS Officer reports to the Aircrew/Ground Training Officer.

(2) The PQS Officer coordinates with the other Training Department officers and the Assistant Maintenance Officer.

13. N723 AIRCREW INSTRUCTOR

a. Basic Function. The Aircrew Instructor will conduct all aircrew-related formal training courses.

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b. Duties, Responsibilities, and Authority

(1) Be thoroughly familiar with the contents of all courses of instruction. Conduct course reviews and update training materials as required, but at least annually.

(2) Submit all recommendations for course changes, including material additions, deletions and course length changes to the Aircrew/Ground Training Officer via the Training Department CPO.

(3) Ensure timely submission of course completion forms for inclusion in NATOPS training jackets.

c. Organizational Relationships. The Aircrew instructor reports to the Aircrew/Ground Training Officer and the Training Department CPO.

14. N724 AIRCREW/GROUND COORDINATOR

a. Basic Functions. The Aircrew/Ground Coordinator is responsible for all administrative functions related to Aircrew/Ground Training Division.

b. Duties, Responsibilities, and Authority

(1) Ensure incoming personnel are scheduled for an indoctrination course and all aircrew personnel are additionally scheduled for P-3/A-3 Safety and aft observer training.

(2) Update the Aircrew Tracking Board to ensure training being conducted is sufficient to meet squadron requirements.

(3) Provide enlisted training inputs for the Monthly Training Plan.

(4) Acquire school quotas as required to meet squadron training requirements. Coordinate efforts with the Maintenance Department and the TEMADD Officer.

(5) Conduct a yearly review of all NATOPS jackets. Each jacket will be reviewed during the birth month of the individual.

c. Organizational Relationships. The Aircrew/Ground coordinator reports to the Aircrew/Ground Training Officer via the Training Department CPO.

15. N725 GROUND TRAINING OFFICER

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a. Basic Functions. The Ground Training Officer shall schedule all formal ground training courses and Training Department facilities, and coordinate training evolutions and flight training requirements with the Operations Department.

b. Duties, Responsibilities and Authority

(1) Establish, coordinate and conduct a squadron survival training program and SERE follow-up for all aircrew personnel.

(2) Establish and coordinate an indoctrination course for all newly arrived personnel.

(3) Maintain a file of fleet/shore training courses and school catalogs.

(4) Coordinate the acquisition of quotas for service, fleet and functional schools as requested by department heads and advise the Operations and Administrative Departments of funding and transportation requirements for these schools.

(5) Provide liaison with departmental and divisional training petty officers relative to pertinent courses of instruction.

c. Organizational Relationships

(1) The Ground Training Officer reports to the Aircrew/Ground Training Officer.

(2) The Ground Training Officer coordinates with the Flight Officer, the Assistant Maintenance Officer and other Training Department branch officers.

16. N726 SYSTEMS INSTRUCTOR

a. Basic Function. The Systems Instructor shall conduct all systems related formal training courses.

b. Duties, Responsibilities, and Authority

(1) Be thoroughly familiar with the content of all courses. Conduct course reviews and update training materials at least semi-annually.

(2) Review the Electronic Warfare Signal Intelligence Course one week prior to teaching it to ensure up-to-date information.



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(3) Submit all recommendations for course changes to the Aircrew/Ground Training Officer via the Department Chief Petty Officer.

(4) Ensure timely submission of course completion forms for inclusion into NATOPS training jackets.

c. Organizational Relationships. The Systems Instructor reports to the Aircrew/Ground Training Officer via the Training Department CPO.

17. N73 READINESS TRAINING OFFICER

a. Basic Function. The Readiness Training Officer shall manage all aspects of the Readiness Training Program.

b. Duties, Responsibilities and Authority

(1) Be thoroughly familiar with the contents of the Readiness Training Manual. Retain recommended changes for discussion at the annual review, and ensure that approved changes are disseminated.

(2) Maintain the Readiness Training Program and provide all required reports.

(3) Establish and maintain the Readiness Training Program data base for all flight personnel. Ensure all pertinent data is obtained from new personnel as they check in, and purge all data for personnel as they check out.

c. Organizational Relationships

(1) The Readiness Training Officer reports to the Training Officer through the Assistant Training Officer.

(2) The Data Base Manager reports to the Readiness Training Officer.

18. N731 DATA BASE MANAGER

a. Basic Function. The Data Base Manager shall ensure the Readiness Training data base is kept current.

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b. Duties, Responsibilities and Authority

(1) Be thoroughly familiar with the operation of the Readiness Training Program, to include data entry and retrieval and reports preparation.

(2) Ensure all pertinent data is obtained from personnel as they check in and initiate a computer file for them.

(3) Ensure all data is purged from the Readiness Training Program system on personnel as they check out of the squadron.

(4) Provide Readiness Training Program reports when requested.

(5) Make recommendations for changes to the Readiness Training Program to the Readiness Training Officer.

c. Organizational Relationship. The Data Base Manager reports to the Readiness Training Officer.



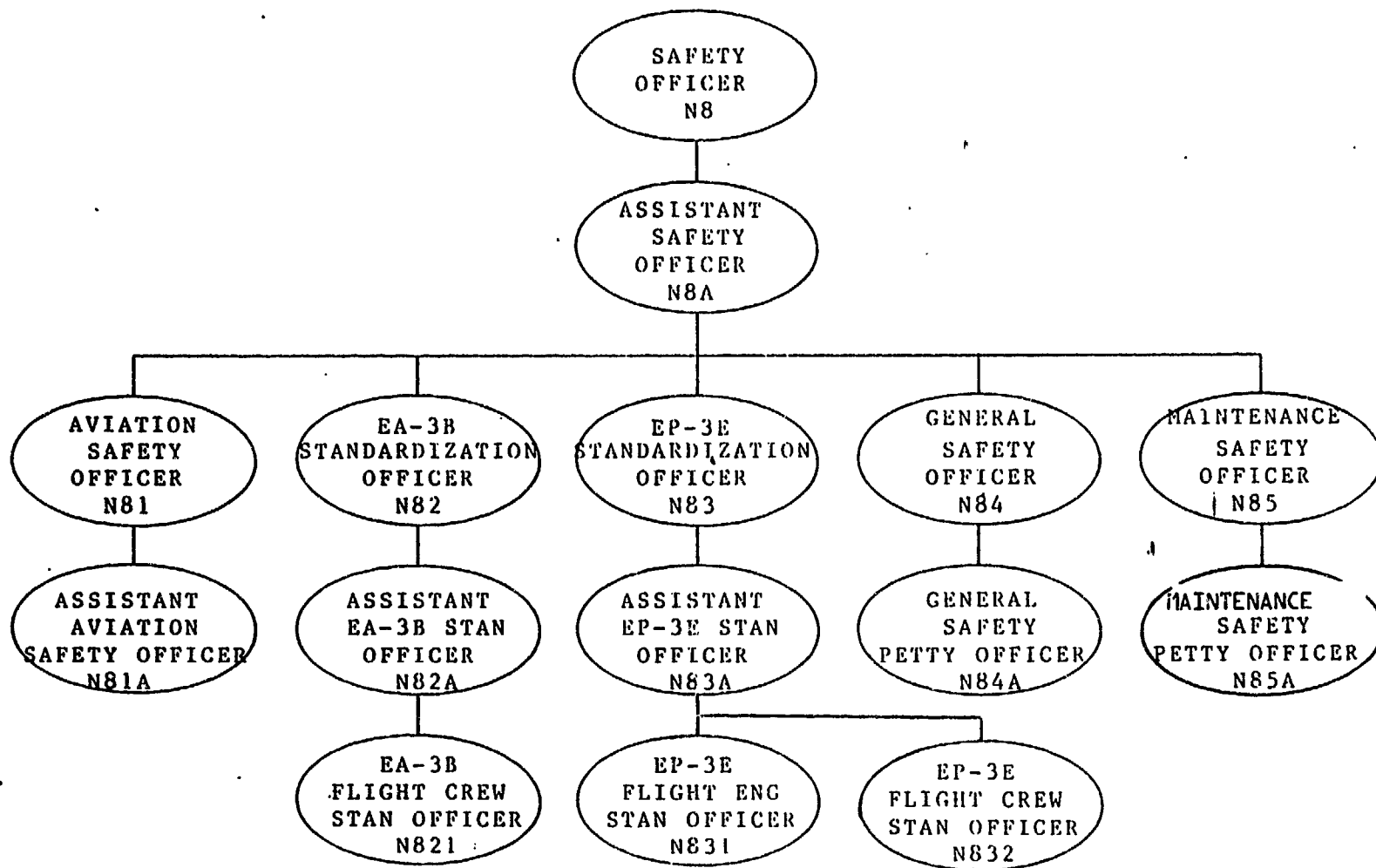
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SAFETY DEPARTMENT

<u>DEPT CODE</u>	<u>BILLET TITLE</u>
N8	SAFETY OFFICER
N8A	ASST SAFETY OFFICER
N81	AVIATION SAFETY OFFICER
N81A	ASST AVIATION SAFETY OFF
N82	EA-3B STANDARDIZATION OFF
N82A	ASST EA-3B STAN-OFFICER
N821	EA-3B FLIGHT CREW STAN
N83	EP-3E STANDARDIZATION OFF
N83A	ASST EP-3E STAN OFFICER
N831	EP-3E FLIGHT ENG STAN OFF
N832	EP-3E FLT CREW STAN OFF
N84	GENERAL SAFETY OFFICER
N84A	GENERAL SAFETY PETTY OFF
N85	MAINTENANCE SAFETY OFF
N85A	MAINTENANCE SAFETY PETTY OFF

N8-3
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1. N8 SAFETY OFFICER

a. Basic Functions. The Safety Officer will head the Safety Department and have direct access to the Commanding Officer, Executive Officer and all department heads on matters of Safety. He should be a graduate of a formal safety school. He may be the Aviation Safety Officer or a Standardization Officer, but may not have other responsibilities within the command except for normal aviation duties. He shall act as principal advisor to the Commanding Officer on safety matters. The Safety Officer shall also coordinate and supervise the squadron's NATOPS Program. Through liaison with the Training Department, he will aid in ensuring a continuous and up-to-date training program for all aviation designated personnel.

b. Duties, Responsibilities and Authority

(1) Organize and implement an aggressive squadron safety program and supervise EP-3E and EA-3B standardization.

(2) Report to the Commanding Officer on a frequent (not less than weekly) basis about the safety posture of the command.

(3) Disseminate safety information in the command and manage the dissemination procedures to ensure all hands are made aware of the information.

(4) Maintain records as necessary to document command safety programs.

(5) Maintain files of safety information.

(6) Ensure the Squadron Safety Council and Enlisted Safety Committee are properly organized in accordance with pertinent instructions.

(7) Represent the Commanding Officer as necessary at area and sub-area Safety Council Meetings.

(8) Organize and implement the command's NATOPS program ensuring an efficient and equipable program is maintained.

(9) Perform the duties of department head as outlined in paragraph 16 of the Executive Department.

c. Organizational Relationships

(1) The Safety Officer reports to the Commanding Officer through the Executive Officer.

(2) The Assistant Safety Officer reports to the Safety Officer.



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2. N8A ASSISTANT SAFETY OFFICER

a. Basic Functions. The Assistant Safety Officer shall assist the Safety Officer in the performance of his duties and will assume them in his absence. He may also be assigned as the Aviation Safety Officer or Standardization Officer.

b. Duties, Responsibilities and Authority. Same as those of the Safety Officer.

c. Organizational Relationships

(1) The Assistant Safety Officer reports to the Safety Officer.

(2) The following report to the Assistant Safety Officer:

- (a) Aviation Safety Officer.
- (b) EP-3E Standardization Officer.
- (c) EA-3B Standardization Officer.
- (d) General Safety Officer.
- (e) Maintenance Safety Officer.

3. N81 AVIATION SAFETY OFFICER

a. Basic Functions. The Aviation Safety Officer reports to the Safety Officer on all matters concerning aviation safety. He shall be a graduate of the Aviation Safety Officer course or its equivalent and be a qualified pilot or NFO in the EP-3E or EA-3B. The ASO organizes and conducts an aggressive Aviation Safety Awareness Program. He shall ensure aircraft mishap reports are made in accordance with appropriate instructions.

b. Duties, Responsibilities and Authority

- (1) Organize and conduct an aggressive safety program.
- (2) Serve as a member of the VQ-2 Aircraft MISHAP Board.
- (3) Monitor local and Navy-wide mishap reports and investigate as necessary.
- (4) Ensure aircraft mishap reports are prepared in accordance with OPNAVINST 3750.6 series.
- (5) Maintain a high level of safety awareness among flight crew personnel and other personnel whose functions directly relate to aviation safety.



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(6) Ensure proper flight briefs are conducted, essential training is accomplished, and proper survival gear is being utilized.

c. Organizational Relationships

(1) The Aviation Safety Officer reports to the Safety Officer through the Assistant Safety Officer.

(2) The Assistant Aviation Safety Officer reports to the Aviation Safety Officer.

(3) The Aviation Safety Officer coordinates with:

(a) Standardization Officers.

(b) Operations Officer.

(c) Training Officer.

(d) NAVSTA Aviation Safety Officer.

4. N81A ASSISTANT AVIATION SAFETY OFFICER

a. Basic Functions. The Assistant Aviation Safety Officer reports to the Aviation Safety Officer on all matters concerning aviation safety. He should be a graduate of the Aviation Safety Officer course or its equivalent. He shall be a qualified pilot or NFO in the EA-3B or EP-3E (in whichever aircraft the ASO is not primarily qualified). The Assistant Aviation Safety Officer assists the ASO in the performance of his duties, takes action as directed by the ASO and acts for him in his absence.

b. Duties Responsibilities and Authority. Same as those of the Aviation Safety Officer.

c. Organizational Relationship. The Assistant Aviation Safety Officer reports to the Aviation Safety Officer.

5. N82 EA-3B STANDARDIZATION OFFICER

a. Basic Functions. The EA-3B Standardization Officer is responsible for ensuring squadron-wide compliance with NATOPS procedures as governed by current OPNAV and NAVAIR directives. Additionally, he shall assist the Commanding Officer in the squadron's capacity as the European Theater EA-3B evaluation unit. The Standardization Officer shall have a 131X/132X designator and be experienced, knowledgeable and qualified as NATOPS instructor pilot in the EA-3B.

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b. Duties, Responsibilities, and Authority

- (1) Ensure flight crew NATOPS qualifications and proficiency in the EA-3B.
- (2) Maintain NATOPS records on flight crew personnel in accordance with aircraft NATOPS manual and other pertinent directives.
- (3) Ensure all flight crew members maintain instrument qualifications.
- (4) Report NATOPS deficiencies of flight crew personnel to the Safety Officer.
- (5) Ensure NATOPS manuals are up-to-date and timely change recommendations are submitted to the model manager.
- (6) Supervise pilot/NFO/flight crew NATOPS officers and ensure compliance with pertinent OPNAV, AIRLANT and squadron instructions.
- (7) Perform NATOPS check flights on a scheduled and unscheduled basis.
- (8) Write and administer comprehensive NATOPS examinations, both open and closed book, on a scheduled and unscheduled basis.
- (9) Administer the training and qualification program of turn-up personnel.
- (10) Ensure the effective utilization of squadron training assets and programs.
- (11) Conduct EA-3B all fliers meetings.
- (12) Ensure comprehensive emergency procedures examinations are administered on a scheduled and unscheduled basis.
- (13) Ensure survival and bailout qualifications remain up to date by ensuring refresher training is conducted periodically to supplement formal training courses.

c. Organizational Relationships

- (1) The EA-3B Standardization Officer reports to the Safety Officer through the Assistant Safety Officer.



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(2) The following report to the EA-3B Standardization Officer:

- (a) Assistant EA-3B Standardization Officer.
 - (b) EA-3B Flight Crew Standardization Officer.
 - (c) EA-3B Crew Chief Standardization Officer.
- (3) He coordinates with the Flight Officer.

6. N82A ASSISTANT EA-3B STANDARDIZATION OFFICER

a. Basic Function. The Assistant EA-3B Standardization Officer shall assist the EA-3B Standardization Officer in the performance of his duties and will assume them in his absence. He should be a qualified EA-3B pilot or NFO (whichever the Standardization Officer is not).

b. Duties, Responsibilities and Authority.

- (1) Same as those of the EA-3B Standardization Officer.
- (2) Perform the duties of Division Officer for the Safety Department as outlined in paragraph 17 of the Executive Department.

c. Organizational Relationships

- (1) The Assistant EA-3B Standardization Officer reports to the EA-3B Standardization Officer.
- (2) He coordinates with the EA-3B Flight Crew Standardization Officer.

7. N821 EA-3B FLIGHT CREW STANDARDIZATION OFFICER

a. Basic Function. The EA-3B Flight Crew Standardization Officer will assist the EA-3B Standardization Officer in the administration of the NATOPS program for all enlisted airmen. He shall be highly qualified and a NATOPS Evaluator or instructor in either the Crew Chief or ESM Operator position of the EA-3B.

b. Duties, Responsibilities and Authority

- (1) Assist the EA-3B Standardization Officer in maintaining enlisted aircrew qualification records.
- (2) Administer NATOPS flight evaluations to enlisted NATOPS instructors and aircrew personnel as required.
- (3) Administer written and oral NATOPS examinations to aircrew personnel.

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(4) Submit NATOPS Flight Manual change recommendations to the Standardization Officer.

(5) Monitor quality of enlisted aircrew training.

(6) Be thoroughly familiar with all instructions and directives which govern the NATOPS Program.

c. Organizational Relationships

(1) The EA-3B Flight Crew Standardization Officer reports to the EA-3B Standardization Officer.

(2) The respective NATOPS instructors report to the EA-3B Flight Crew Standardization Officer.

8. N83 EP-3E STANDARDIZATION OFFICER

a. Basic Function. The EP-3E Standardization Officer is responsible for ensuring squadron-wide compliance with NATOPS procedures as governed by current OPNAV and NAVAIR directives. Additionally, he shall assist the Commanding Officer in his capacity as the EP-3E Model Manager. The EP-3E Standardization Officer shall be a 131X officer who is experienced, knowledgeable and qualified as a NATOPS instructor pilot in the EP-3E.

b. Duties, Responsibilities and Authority

(1) Ensure flight crews maintain proficiency and current NATOPS qualifications in the EP-3E aircraft.

(2) Maintain records on all flight crew personnel in accordance with current directives.

(3) Ensure flight crew personnel comply with procedures published in NATOPS directives through written, oral, and flight examinations.

(4) Record all interim change recommendations and published changes to the NATOPS manual for subsequent dissemination to flight crew personnel.

(5) Ensure standardization among all designated flight crew evaluators and NATOPS instructors.

(6) Conduct P-3 all fliers meetings on a frequent basis.

(7) Chair quarterly EP-3E Standardization Board meetings.

(8) Perform periodic audits on flight crew personnel training jackets.



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(9) Ensure NATOPS Flight Manuals are up to date and timely change recommendations are submitted.

(10) Write and administer comprehensive NATOPS examinations, both open and closed book, on a scheduled and unscheduled basis.

(11) Ensure the effective utilization of squadron aircrew training assets and programs.

(12) Ensure comprehensive emergency procedures examinations are administered on a scheduled and unscheduled basis.

(13) Ensure survival and bailout qualifications remain up to date by ensuring refresher training is conducted periodically to supplement formal training courses.

c. Organizational Relationships

(1) The EP-3E Standardization Officer reports to the Safety Officer through the Assistant Safety Officer.

(2) The following report to the EP-3E Standardization Officer.

(a) Assistant EP-3E Standardization Officer.

(b) EP-3E Flight Engineer Standardization Officer.

(c) EP-3E Flight Crew Standardization Officer.

9. N83A ASSISTANT EP-3E STANDARDIZATION OFFICER

a. Basic Function. The Assistant EP-3E Standardization Officer shall assist the Standardization Officer in the performance of his duties and will assume them in his absence. He should be a NATOPS qualified EP-3E pilot, NFO or flight engineer.

b. Duties, Responsibilities, and Authority. Same as those of the EP-3E Standardization Officer.

c. Organizational Relationships

(1) The Assistant EP-3E Standardization Officer reports to the EP-3E Standardization Officer.

(2) He coordinates with the EP-3E Flight Engineer Standardization Officer and the EP-3E Flight Crew Standardization Officer.

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10. N831 EP-3E FLIGHT ENGINEER STANDARDIZATION OFFICER

a. Basic Function. The EP-3E Flight Engineer Standardization Officer shall assist the EP-3E Standardization Officer in the performance of his duties. He shall be a qualified EP-3E NATOPS instructor flight engineer.

b. Duties, Responsibilities and Authority

(1) Assist the EP-3E Standardization Officer in maintaining aircrew qualification records.

(2) Administer training and NATOPS flight evaluations to NATOPS instructors and aircrew as required.

(3) Administer written and oral NATOPS examinations to aircrew.

(4) Submit NATOPS Flight Manual (NFM) change recommendations and assist the EP-3E Standardization Officer at NFM Change Conferences.

(5) Monitor the quality of flight engineer and aft observer training.

(6) Assist in the training and evaluation of EP-3E pilots.

(7) Be thoroughly familiar with all instructions and directives which govern the NATOPS program.

c. Organizational Relationship. The EP-3E Flight Engineer Standardization Officer reports to the EP-3E Standardization Officer.

11. N832 EP-3E FLIGHT CREW STANDARDIZATION OFFICER

a. Basic function. The EP-3E Flight Crew Standardization Officer will assist the EP-3E Standardization Officer in the administration of the NATOPS program for all enlisted aircrewmembers. He shall be highly qualified and a NATOPS Evaluator or instructor in one of the following aircraft positions: In-Flight Communicator; In-Flight Technician; Secure Communications Operator; ESM Operator; BRIGAND; Biglook or Lab Operator.

b. Duties, Responsibilities, and Authority

(1) Assist the EP-3E Standardization Officer in maintaining aircrew qualification records.



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(2) Administer NATOPS Flight Evaluations to NATOPS instructors and air crew personnel as required.

(3) Administer written and oral NATOPS examinations to aircrew personnel.

(4) Submit NATOPS Flight Manual change recommendations to the Standardization Officer.

(5) Monitor quality of aircrew training.

(6) Be thoroughly familiar with all instructions and directives which govern the NATOPS program.

c. Organizational Relationship. EP-3E Flight Crew Standardization Officer reports to the EP-3E Standardization Officer.

12. N84 GENERAL SAFETY OFFICER

a. Basic Functions. The General Safety Officer shall report to the Safety Officer on all matters concerning general safety. He will conduct his duties in accordance with current Navy and squadron instructions. He shall also liaise with the Maintenance Safety Officer to ensure all provisions of the OPNAV 4790.2 (series) concerning safety are met.

b. Duties, Responsibilities and Authority

(1) Advise the Safety Officer on the effectiveness of general safety procedures and programs.

(2) Conduct a vigorous Drive Safe Program.

(3) Educate personnel on home safety, water safety, office safety, etc.

(4) Coordinate all safety training with other Safety Department personnel and personnel from other departments.

(5) Conduct liaison with personnel outside the command to ensure excellence of the safety training program.

(6) Act as chairman of the Enlisted Safety Committee and conduct meetings in compliance with OPNAV 4790.2 (series) and other pertinent instructions.

(7) Disseminate appropriate safety literature.



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- (8) Prepare safety and accident reports as required.
- (9) Coordinate and monitor the command Hearing Conservation Program.
- (10) Ensure Squadron Safety Council meetings are held in accordance with pertinent instructions.
- (11) Be cognizant of the Occupational Safety and Health Program.

c. Organizational Relationships

- (1) The General Safety Officer reports to the Safety Officer through the Assistant Safety Officer.
- (2) The General Safety Petty Officer reports to the General Safety Officer.
- (3) He Coordinates with:
 - a. NAVSTA General Safety Officer.
 - b. Maintenance Safety Officer.

13. N84A GENERAL SAFETY PETTY OFFICER

a. Basic Function. The General Safety Petty Officer shall assist the General Safety Officer in the performance of his duties and will assume them in his absence.

b. Duties, Responsibilities, and Authority. Same as those of the General Safety Officer.

c. Organizational Relationships

- (1) The General Safety Petty Officer reports to the General Safety Officer.
- (2) He coordinates with division and work center Safety Petty Officers.

14. N85 MAINTENANCE SAFETY OFFICER

a. Basic Function. The Maintenance Safety Officer is responsible to the Safety Officer for all matters concerning maintenance and industrial safety. He should be a graduate of an industrial safety course. He shall be the Quality Assurance Officer and report to the Maintenance Officer on matters concerning quality assurance and other maintenance functions.

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b. Duties, Responsibilities, and Authority

(1) Report to the Safety Officer on the effectiveness of safety procedures and programs within the Maintenance Department.

(2) Conduct frequent liaison with the Maintenance Department division officers.

(3) Ensure a high level of safety awareness is maintained in industrial areas and lectures are prepared and posters placed in high visibility work areas.

(4) Periodically inspect all industrial work areas and report deficiencies to cognizant supervisors.

(5) Supervise and effectively utilize the Squadron Safety Petty Officer.

c. Organizational Relationships

(1) The Maintenance Safety Officer reports to:

(a) Safety Officer.

(b) Maintenance Officer.

(2) The Maintenance Safety Petty Officer reports to the Maintenance Safety Officer.

(3) The Maintenance Safety Officer coordinates with the General Safety Officer.

15. N85A MAINTENANCE SAFETY PETTY OFFICER

a. Basic Function. The Maintenance Safety Petty Officer shall assist the Maintenance Safety Officer in the performance of his duties and will assume them in his absence.

b. Duties, Responsibilities and Authority. Same as those of the Maintenance Safety Officer.

c. Organizational Relationships

(1) The Maintenance Safety Petty Officer reports to the Safety Officer through the Maintenance Safety Officer.

(2) He coordinates with the maintenance department division and work center Safety Petty Officers.